



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

सिमला, सोमवार, 30 अप्रैल, 1979/10 वैशाख, 1901

हिमाचल प्रदेश सरकार

AGRICULTURE DEPARTMENT

NOTIFICATION

Simla-171002, the 26/28th April, 1979

No. Agr. A(10)-2/78.—In exercise of the powers conferred by sub-section (7) of section 56 and in compliance with the provisions of clause (i) of section 21(1) of the Himachal Pradesh Krishi Vishva Vidyalaya Act, 1978 (Act No. 30 of 1978), the Governor, Himachal Pradesh, is pleased to publish herewith the FIRST SATUTES of the Vidyalaya in the Official Gazette to provide for the functioning of the University.

By order,
ANANG PAL,
Secretary.

STATUTES OF THE HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA PALAMPUR

CHAPTER I

1.1. Short title.—These statutes, which have been framed as laid down in section 21 of Himachal Pradesh Krishi Vishva Vidyalyaya Act, 1978, shall be called the Himachal Pradesh Krishi Vishva Vidyalyaya Statutes, 1979.

1.2 Commencement.—These Statutes shall come into force with effect from the date of their publication in the Himachal Pradesh Rajpatra.

1.3 Definitions.—In these Statutes unless there is anything repugnant to the subject or context—

- (i) 'section' means a section of the Act;
- (ii) 'emoluments' mean pay, dearness pay, special pay, personal pay and allowances other than travelling allowances and medical allowances;
- (iii) 'Employees' mean whole-time employees (including officers and teachers) other than part-time employees, honorary employees or those paid from contingencies;
- (iv) 'competent Authority' means the appointing authority or the officer to whom power of appointment or any special power is delegated;
- (v) unless otherwise specified all other words and expressions used but not defined in the Statutes shall have the meanings respectively assigned to them in the Act.

CHAPTER II

AUTHORITIES OF THE UNIVERSITY—CONSTITUTION, POWERS AND DUTIES

2.1 All the teachers of the University as specified in Statute 4.1 (1) shall form the electoral college for the purpose of holding elections to fill the three vacancies on the membership of the Board as required under clause (xiii) of sub-section (2) of Section 10 of the Act, provided that one teacher each will be from amongst the three ranks of teachers *i.e.* (a) Professors and equivalent, (b) Associate Professors and equivalent, and (c) Assistant Professors and equivalent. The detailed procedure for holding the elections shall be as prescribed in the regulations.

2.2 In addition to the powers laid down in sub-section (i) of Section 11 of the Act, the Board shall exercise the following powers:—

- (1) (a) To declare, by Statutes, other colleges as constituent colleges of the University under clause (iii) of sub-section (1) of Section 32 of the Act.
- (b) To declare, by Statutes, Central Government Institutions of Agricultural Research, Technical and Extension Education in the State of Himachal Pradesh as constituent colleges of the University under clause (iv) of sub-section (1) of Section 32 of the Act.
- (2) The Board shall consider for approval the annual report containing—
 - (a) a review of the progress made in different spheres of activities of the University;

- (b) the amounts of receipts and disbursements and the purpose for which the disbursements were made;
- (c) the number of officers and teachers as well as the number of students in different classes; and
- (d) an estimate of the expenses for the following year.
- (3) The Board may submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of agriculture based on the results of research conducted in the University.
- (4) The Board may create teaching, research, extension education, administrative, ministerial, technical and other necessary posts and abolish or retrench such posts on the recommendation of the Vice-Chancellor.
- (5) The Board may establish a new department of study, abolish or sub-divide or otherwise reconstitute an existing department or departments of study on the recommendation of the Academic Council under clauses (ii) and (iii) of sub-section (3) of Section 13 of the Act.
- (6) The Board shall normally meet at the headquarters of the University but may also meet at any other place decided by the Vice-Chancellor.
- (7) Any power/function of the University which has not been specifically assigned to any authority or officer of the University under the Act or the Statutes shall be exercised/performed by the Board on the advice of the Vice-Chancellor.

2.3 (1) In accordance with clause (iii) of sub-section (2) of Section 13 of the Act, all the five persons to be nominated by the Vice-Chancellor, would be such as have at least five years experience of teaching or research or extension education in a University or in an organisation of standing, and each such nominated member shall have a term of two years.

(2) In addition to powers and functions as specified in section 13 of the Act, the Academic Council shall have the powers—

- (i) to initiate measures for improving the quality of teaching, student evaluation and student advisory service;
- (ii) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
- (iii) to recognize the examination of other Universities and recognised institutes, and to decide their equivalence with the corresponding examinations of the University;
- (iv) to propose to the Board the institution of fellowship, scholarships, stipends, medals etc., to be awarded to the students of various constituent colleges of the University;
- (v) to make recommendations for the creation of additional faculties, when found necessary, for the approval of the Board;
- (vi) to make recommendations for the approval of the Board regarding the fixation, payment and receipt of fees, etc., and penalty for non-payment of such dues in time by the students of the University;
- (vii) to approve or reject any subject for thesis by a candidate for the degree of Doctor of Philosophy in various disciplines of agriculture and other allied sciences;
- (viii) to advise the Board on proposals for new expenditure on teaching, research and extension education in the University;

- (ix) to make regulations regarding the holding of convocation;
- (x) to make regulations for the maintenance of discipline, and for regulation of the conduct of the students in the colleges and hostels of the University;
- (xi) to consider any other academic matter.

(3) (i) Academic Council shall constitute Advisory Committees on (i) Educational Policy and Resident Instruction, (ii) Research, (iii) Extension Education, (iv) the Library, and (v) Student Discipline and Welfare. The Vice-Chancellor shall be the *ex-officio* Chairman of each of these Committees and (i) Dean of Post-Graduate Studies, (ii) Director of Research, (iii) Director of Agricultural Extension Education, (iv) Librarian, and (v) Students Welfare Officer shall respectively be the member-secretaries of the above committees.

(ii) Each of the above Advisory Committees shall advise the Academic Council on such matters as are referred to it by the Academic Council.

2.4 Constitution, Powers and Functions of the Faculties.—(1) In accordance with sub-section (1) of section 14 of the Act, the following shall be the Faculties of the University:—

- (i) Faculty of Agriculture and Animal Sciences.
- (ii) Faculty of Horticulture and Forestry.

(2) As and when found necessary, additional faculties shall be created by the Board on the recommendations of the Academic Council.

(3) Each Faculty will comprise the departments of study as given below:—

(a) Faculty of Agriculture and Animal Sciences:

- (i) Department of Agronomy and Agrometeorology;
- (ii) Department of Soil Sciences and Water Management;
- (iii) Department of Plant Breeding and Genetics;
- (iv) Department of Veterinary and Animal Sciences;
- (v) Department of Entomology and Apiculture;
- (vi) Department of Mycology and Plant Pathology;
- (vii) Department of Agricultural Economics and Sociology;
- (viii) Department of Vegetable Crops and Floriculture;
- (ix) Department of Agricultural Extension Education;
- (x) Department of Agricultural Engineering;
- (xi) Department of Basic Sciences and Languages.

(b) Faculty of Horticulture and Forestry:

- (i) Department of Horticulture and Fruit Technology;
- (ii) Department of Forestry;
- (iii) Department of Horticultural Extension Education;
- (iv) Department of Basic Sciences and Languages.

(4) Each Faculty shall be constituted as follows:—

- (i) The Dean of the College, *ex-officio* Chairman. (When a Faculty covers more than one College, one of the Deans shall act as Chairman of the Faculty by rotation according to seniority).
- (ii) All Deans and Directors in the University.
- (iii) All Heads of Departments of the Colleges in the Faculty.
- (iv) One Associate Professor/equivalent from each Department in the Faculty by rotation according to seniority for a period of two years.
- (v) One Assistant Professor/equivalent from each Department in the Faculty by rotation according to seniority for a period of two years.
- (vi) Five nominees of the Vice-Chancellor from among the teachers of related subject from the same or the other faculties as deemed fit.

(vii) Registrar or his nominee—Secretary.

(5) Subject to the provisions of the Act, each Faculty shall exercise/perform the following powers/functions:—

- (i) to propose courses of study for various programmes of instructions;
- (ii) to determine the curricula of different programmes of studies;
- (iii) to suggest measures to improve the standard of teaching and of the student assessment;
- (iv) to suggest changes in Regulations regarding admissions, instruction, continuance and examinations of students in a College.

CHAPTER III

STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS OF THE UNIVERSITY

3.1 (1) *Vice-Chancellor*:—

- (i) The Vice-Chancellor shall receive a salary of Rs. 3,000/- per month irrespective of the pension and the pension equivalent of gratuity that may be admissible to him. He shall, in addition, be entitled to free furnished residential accommodation at the headquarters of the University. In case the Vice-Chancellor does not occupy the residence of the University, he shall be entitled to an allowance at 10 per cent of the salary in lieu of free residence.
- (ii) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund. Provided that if a person already in service of the University is appointed as Vice-Chancellor, he shall be allowed to continue to subscribe to his Provident Fund.
- (iii) While on tour in connection with University business the Vice-Chancellor shall be entitled to Travelling Allowance at the rates applicable to the Grade-I Officers of the Himachal Pradesh Government, for halts and travels.
- (iv) The Vice-Chancellor shall be entitled to 12 days of casual leave in a calendar year, and to leave on full pay for one eleventh of the period spent on duty.
- (v) In addition to the leave mentioned above, the Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during the period of his tenure, provided that leave taken without pay may be subsequently commuted into leave on full pay to the extent to which leave may have become due under Statute 3.1 (1) (iv).
- (vi) The Vice-Chancellor shall be entitled to free medical aid and facilities.
- (vii) The Vice-Chancellor may be deputed by the Board on non-University business or, at the request of the Government, on Government business or in the public interest, in any part of India or outside India. The Vice-Chancellor shall be competent to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of such deputation, provided that the arrangements made shall be such as do not entail any additional expenditure to the University.
- (viii) Residential accommodation occupied by the Vice-Chancellor, including

the lawns, etc. attached to such accommodation, shall be maintained by the University and no charge thereof shall fall on the Vice-Chancellor.

- (ix) The security arrangements at the residence of the Vice-Chancellor shall be made by the University by way of appointment of a Chowkidar and no charge thereof shall fall on the Vice-Chancellor.
- (x) All use of the University vehicle put at the disposal of the Vice-Chancellor shall be regarded as official, but the Vice-Chancellor will pay a sum of Rs. 75/- per month to the University for this facility for a maximum journey of 150 km. per month.

(2) In addition to the powers and duties mentioned in Section 20 of the Act, the Vice-Chancellor shall exercise the following powers:—

- (i) to sanction recurring and non-recurring expenditure within the approved budget of the University provided he may re-appropriate amounts within the various units of appropriation;
- (ii) to recommend to the Board to abolish such posts which are considered superfluous in the University, subject to the protection given to the individuals in such posts under Section 39 of the Act;
- (iii) to countersign his own T.A. bills subject to the provisions of the University T.A. Rules;
- (iv) to transfer personnel from one post to another in the interest of the University without adversely affecting the service conditions;
- (v) to constitute *ad hoc* committees, for the purpose of admitting students into the University, selecting different categories of staff, conducting enquiries into the affairs of the University and for such other purposes as he may deem necessary; and
- (vi) to approve the tour programmes and to countersign T.A. bills of officers of the University.

3.2 Dean of the Colleges.—(1) The Dean of the College shall receive a salary in the scale of Rs. 1500-60-1800-100-2000-125/2-2500 plus rent free unfurnished residential accommodation at the campus of the University or in lieu thereof an allowance of Rs. 250/- per month.

(2) The Dean of the College shall be the Chief executive officer of the college responsible for the Vice-Chancellor for its administration.

(3) In the absence of the Dean, the senior-most Head, not below the rank of Professor, shall act as Dean unless otherwise decided by the Vice-Chancellor.

(4) In addition to the duties specified in sub-sections (1) and (2) of section 24 of the Act, the powers and duties of the Dean of the College shall be as follows:—

- (i) He shall be responsible for the organisation and conduct of resident instruction in the Departments of the College and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned.
- (ii) He shall look into and be responsible for the due observance of provisions of the Act, the Statutes, the Regulations, and the directions issued by the authorities of the University or the Vice-Chancellor in so far as they relate to his College.
- (iii) Without prejudice to the right of any member to present any matter to the Faculty, he shall, in his capacity as Chairman of the Faculty, formulate and present policies to the Faculty for its consideration.

- (iv) He shall submit report(s) to the Vice-Chancellor on the working of the College.
- (v) He shall supervise the registration and progress of the students in the College.
- (vi) He shall be responsible to the Vice-Chancellor for the educational use of the buildings and rooms assigned to the College and for the general equipment of the College as distinct from that of the separate departments.
- (vii) He shall prepare the budget of the college.
- (viii) He shall be responsible for the maintenance of discipline in the College.
- (ix) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.3 Director of Research.—(1) The Director of Research shall receive a salary in the scale of Rs. 1500-60-1800-125/2-2500 plus rent free unfurnished residential accommodation at the headquarters of the University or in lieu thereof an allowance of Rs. 250/- per month.

(2) In addition to the duties specified in sub-section (1) of section 25 of the Act, the powers and duties of the Director of Research shall be as follows:—

- (i) He shall develop and co-ordinate research in the University, promote inter-disciplinary collaboration in research programmes, and co-operate and collaborate with the Director of Agricultural Extension Education in extending the results of researches to the fields.
- (ii) He shall co-ordinate all researches conducted within the teaching departments by members of the staff and graduate students of the departments in the University in co-operation with the Deans. He shall be responsible to the Vice-Chancellor for all matters pertaining to research programmes of the University.
- (iii) He shall formulate research policies and programmes in consultation with Deans and Directors and present the same to the Academic Council for its consideration.
- (iv) He shall exercise broad administrative control over (i) research staff, (ii) research funds allotted for the purpose, and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of research programmes.
- (v) He shall assess, in consultation with the Heads of Departments, the budgetary needs of different departments of the University for research.
- (vi) He shall be the principal liaison officer for dealing with aid-granting agencies such as the State Government, Central Government, the Indian Council of Agricultural Research, Commodity Committees or private institutions.
- (vii) He shall be responsible for the research publications of the University and press releases pertaining to the research problems and findings.
- (viii) He will represent the University in conferences regarding research.
- (ix) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.4 Director of Agricultural Extension Education.—(1) The Director of Agricultural Extension Education shall receive salary in the scale of Rs. 1500-60-1800-100-2000-125/2-2500 plus rent free unfurnished residential accommodation at

the headquarters of the University or in lieu thereof an allowance of Rs. 250/- per month.

(2) In addition to the duties specified in sub-section (1) of section 26 of the Act, his powers and duties shall be as follow:—

- (i) He shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Directors of Research.
- (ii) He shall supervise and control the field activities of the extension specialists of various discipline.
- (iii) He shall be responsible to the Vice-Chancellor for effecting close collaboration and co-ordination of the extension education activities of the University with those of the State Development and allied Departments.
- (iv) He shall be responsible for initiation, organisation and conduct of extension education programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.
- (v) He shall exercise broad administrative control over:—
 - (a) the Extension Education staff;
 - (b) the Extension Education funds allotted for this purpose; and
 - (c) all physical properties, facilities and materials assigned by the University for the pursuit of Extension Programmes.
- (vi) He shall assess, in consultation with the Heads of Departments, the budgetary needs of extension education work of different departments of the University.
- (vii) He shall formulate and present extension education programmes to the Academic Council for its consideration.
- (viii) He shall guide and supervise the working of the communication Centre dealing with publications, audio-visual aids, radio, press and other materials meant for the successful implementation of the extension education programmes.
- (ix) He will represent the University in conferences regarding extension education.
- (x) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.5 Dean of Post-Graduate Studies.—(1) The Dean of Post-Graduate Studies shall receive a salary in the scale of Rs. 1500-60-1800-100-2000-125/2-2500 plus rent free unfurnished residential accommodation at the campus of the University or in lieu thereof an allowance of Rs. 250/- per month.

(2) In addition to the duties specified in Section 23 of the Act, the powers and duties of the Dean of Post-Graduate Studies shall be as follows:—

- (i) He shall be responsible for the organisation and conduct of post-graduate teaching in all the constituent colleges of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the Colleges and the Directors of Research and Agricultural Extension Education.
- (ii) He shall, in collaboration with the Director of Research, be responsible for the co-ordination of research by the post-graduate students and its integration with the general research programme of the University.
- (iii) He shall formulate and present policies pertaining to post-graduate

- studies to the Faculty concerned for its consideration without prejudice to the right of any member to present any matter to the Faculty.
- (iv) He shall maintain record of the post-graduate students and also supervise their progress.
 - (v) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development and periodic evaluation of curricula and intergrate the said curricula into appropriate instructional programmes designed to prepare students for effective careers in research, teaching and extension.
 - (vi) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.6 Students Welfare Officer.—(1) The Students Welfare Officer shall received a salary in the scale of Rs. 1500-60-1800-100-2000 plus rent free unfurnished residential accommodation at the campus of the University.

(2) In addition to the duties specified in sub-section (1) of section 27 of the Act, the powers and duties of the Students Welfare Officer shall be—

- (i) to obtain travel facilities for holidays, study tours of students;
- (ii) to communicate with the guardians of the students concerning the welfare of the students;
- (iii) to exercise general control and supervision over the physical education programmes and other co-curricular activities of the students;
- (iv) to supervise and co-ordinate management of students' hostels, cafeteria and mess arrangements;
- (v) to promote discipline among the students of the University;
- (vi) to look after all the schemes relating to scholarships and stipends, part-time employment, freeships and such other financial assistance to deserving and/or needy students;
- (vii) to co-operate with the staff incharge of Physical Education, National Cadet Corps and other allied activities;
- (viii) to deal, in consultation with the Dean of the College concerned, with the students' indiscipline, excessive absenteeism and other student irregularities from the point of view of maintenance of discipline;
- (ix) to supervise health programmes and medical facilities for students;
- (x) to be responsible to the Vice-Chancellor in the exercise of the powers and discharge of duties under the Act; and
- (xi) to perform such other duties and functions as may be assigned by the Vice-Chancellor.

3.7 Librarian.—(1) The Librarian of the University shall receive a salary in the scale of Rs. 1500-60-1800-100-2000.

(2) In addition to the duties specified in sub-sections (1) and (2) of section 31 of the Act, the powers and duties of the Librarian shall be as follows:—

- (i) The Librarian shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the maintenance of all libraries of the University and for the organisation of the services of these libraries.
- (ii) He shall have general overall supervision of the University Library including library personnel and Departments' Libraries or collections.
- (iii) He shall prepare the budget for the University Library including Departments' collections.
- (iv) He shall be responsible for receiving and accessioning all library materials.

- (v) He shall be responsible for initiating the purchase requisitions for all library materials.
- (vi) He shall be responsible for renewing in time subscriptions to journals and periodicals.
- (vii) He shall prepare a library newsletter at reasonable intervals which will carry a list of all library materials received since the preceding newsletter and other timely library news of interest to students and staff.
- (viii) He shall initiate, participate and co-operate in programmes designed to stimulate and encourage the use of library facilities by students and staff.
- (ix) He shall arrange library hours which will permit maximum library use by both students and teachers.
- (x) He shall arrange for small collections of volumes and journals at Research Stations for use by the staff and post-graduate students.
- (xi) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.8 Estate Officer:—(1) The Estate Officer of the University shall receive a salary in the scale of Rs. 1500-60-1800-100-2000 plus rent free unfurnished residential accommodation at the campus of the University.

(2) In addition to the duties specified in section 30 of the Act, the powers and duties of the Estate Officer of the University shall be—

- (i) to maintain buildings, roads, fencing, playgrounds, parks and lands (other than the research and instructional farms) and other physical facilities of the University, and to provide for protection against thefts, fire and other dangers;
- (ii) to organise and supervise such services as water, electricity, communication, and operation and maintenance of the University vehicles;
- (iii) to provide for installation, use and maintenance of University equipments in co-operation with other officers of the University and to ensure the proper use of rooms, houses, buildings and grounds etc;
- (iv) to get designs, plans and estimates prepared for such purposes as construction/alterations of University buildings and preparation of grounds;
- (v) to maintain records of allotment of buildings of the University for various purposes;
- (vi) to maintain architectural services of the University;
- (vii) to prepare annual construction budget of the University and a periodical report showing the progress on works under construction;
- (viii) to maintain accounts relating to the works in his charge on forms designed in consultation with the Comptroller;
- (ix) to maintain up-to-date record of all the immovable properties of the University;
- (x) to procure/dispose of immovable property of the University as decided by the competent authority under section 3(4) of the Act; and
- (xi) to perform such other duties and functions as may be assigned by the Vice-Chancellor.

3.9 The Registrar.—(1) The Registrar of the University shall receive a salary in the scale of Rs. 1500-60-1800-100-2000 plus rent free unfurnished accommodation at the campus of the University.

(2) In addition to the duties specified in sub-section (2) of the section 28 of the Act, the powers and duties of the Registrar shall be as follow:—

- (i) He shall be responsible for the compilation of Annual Report of the University for the approval of the Vice-Chancellor and the Board.
- (ii) He shall be the officer to sue and to be sued on behalf of the University and engage lawyer(s), if necessary, with the approval of the Vice-Chancellor.
- (iii) He shall conduct official correspondence of the Academic council and the Board.
- (iv) He shall be responsible for the admission of the students to the University.
- (v) He shall be responsible for the registration of the students of the University.
- (vi) He shall be responsible for maintaining a register of all degrees/diplomas conferred by the University.
- (vii) He shall be responsible for maintaining all records of students.
- (viii) He shall obtain the grades of the students from the teachers and issue trimester reports and transcripts.
- (ix) He shall assist the Vice-Chancellor in all matters of general administration.

3.10 The Comptroller.—(1) The Comptroller of the University shall receive a salary in the scale of Rs. 1500-60-1800-100-2000.

(2) In addition to the duties specified in section 29 of the Act, the powers and duties of the Comptroller shall be as follows:—

- (i) He shall be the custodian of such property of the University as securities, title deeds, cash and other liquid assets of the University, and shall maintain complete record of all such properties.
- (ii) He shall regulate all accounts and effect internal inspection of accounts at all the University campuses and research stations.
- (iii) He shall communicate to the officers authorised to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocation under respective heads of accounts.
- (iv) He shall bring to the notice of the Vice-Chancellor financial irregularities, if any, that might have occurred in the University.
- (v) He shall consolidate monthly and annual accounts of the University.
- (vi) He shall be responsible for presenting the annual accounts and balance-sheet of the University to the Statutory Auditor for examination and certification by them.
- (vii) He shall ensure that the budget of the University is prepared in time and is submitted to the Vice-Chancellor and that the financial sanctions are obtained in time.
- (viii) He shall ensure that the accounts of the University are properly kept, adjusted and audited.
- (ix) He shall see that the income and the receipts due to the University are collected and that all payments are made promptly.
- (x) He shall act as the member-secretary of the Finance Committee of the University.

- (xi) He shall be responsible to the Vice-Chancellor for the preparation of development plans of the University.
- (xii) He shall ensure that the dealings with the Government, the authorities responsible for auditing the accounts of the University, commodity Committees and other aid granting agencies regarding financial and accounts matters, are maintained on correct lines.
- (xiii) He shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

3.11 Procedure for Selection.—(1) The following procedure shall be adopted for the appointment of all the Deans, Director of Research, Director of Agricultural, Extension Education, Students Welfare Officer, Librarian, Estate Officer, Registrar and Comptroller:—

- (a) The Vice-Chancellor may have the posts advertised with qualifications as prescribed for each post and or may also invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.
- (b) On expiry of the last date for receipt of applications, all the applications so received alongwith the bio-data of those who have been suggested and recommended by persons/institutions/agencies and desired by the Vice-Chancellor to be considered as candidates, shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee after scrutinising the qualifications shall prepare a list of names of candidates recommended to be called for interview, and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the power to include in such a list name(s) of person(s) who may not have applied or may not have been recommended by persons/institutions/agencies to whom the matter had been referred. The Vice-Chancellor shall also have the power to drop name(s) from the list of candidates recommended by the Screening Committee.
- (c) All eligible candidates may not be called for interview. The Vice-Chancellor shall have the discretion to limit the number of candidates to be called for interview for any post. The candidates finally approved by the Vice-Chancellor to be called for interview on a specified date will get adequate notice about the time, date and venue of the interview.
- (d) after interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make recommendations for each post separately.
- (e) The Vice-Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board.
- (f) For reasons to be recorded the Board may, on the recommendation of the Selection Committee and the Vice-Chancellor, approve the selection of any candidate in relaxation of the qualifications prescribed.
- (g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be six months from the date of approval.

(2) Three members of the Selection Committee shall form the quorum.

(3) The Selection procedure prescribed above shall, however, not be applicable to the appointments made by the first Vice-Chancellor in exercise of the powers vested in him under clause (iv) of sub-section (1) of section 21 of the Act.

3.12 The qualifications for appointment to the posts of Deans, Director of Research, Director of Agricultural Extension Education, Students Welfare Officer, Librarian, Estate Officer, Registrar and Comptroller, the composition of Selection Committees shall be as given in the following table:—

Sr.No.	Name of the post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	Deans	<p>(1) Ph. D., Degree or its equivalent in any of the Sciences related to Agriculture, Horticulture and Animal Science.</p> <p>(2) 10 years' teaching/research experience in a relevant field out of which at least 5 years' experience should be as Professor or equivalent rank.</p> <p>(3) A significant contribution or accomplishment in the field of Research/Education as evidenced by Publications.</p> <p>(4) Good knowledge of educational systems prevalent in the world.</p>	<p>(1) Vice-Chancellor—Chairman.</p> <p>(2) 3 Scientists or Educationists with experience of work in scientific, educational or administrative capacity from outside the University two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor—Members.</p> <p>(3) One nominee of the I.C.A.R.—Member.</p>
2.	Director of Research	<p>(1) Same as for the post of Deans.</p> <p>(2) Same as for the post of Deans.</p> <p>(3) Same as for the post of Deans.</p> <p>(4) Ability to organise, supervise and co-ordinate research in the field of Agriculture/Horticulture/Animal Husbandry.</p>	Same as for the post of Deans.
3.	Director of Agricultural Extension Education.	<p>(1) Same as for the post of Deans.</p> <p>(2) 10 years' teaching/research/extension</p>	Same as for the post of Deans.

1	2	3	4
		Education experience in a relevant field out of which atleast 5 years experience should be as Professor or equivalent rank.	
		(3) A significant contribution or accomplishment in the field of Research/Education/Extension Education/as evidenced by Publications.	
		(4) Ability to organise, supervise and co-ordinate extension education activities in the field of Agriculture/Horticulture/Animal Husbandry/Forestry.	
		(5) He should preferably be conversant with the conditions and agricultural practices of Himachal Pradesh.	
4. Students Officer.	Welfare	(1) Master's degree in any discipline.	(1) Vice-Chancellor—Chairman.
		(2) Adequate experience of organising sports, games and other students' welfare activities for a period not less than seven years.	(2) One of the Deans or Directors to be nominated by the Vice-Chancellor—Member.
			(3) 3 Experts from outside the University—One to be nominated by the Chancellor and two to be nominated by the Vice-Chancellor—Members.
5. Estate Officer		(1) Degree in Civil Engineering or equivalent qualifications.	(1) Vice-Chancellor—Chairman.
		(2) Experience in the construction of buildings.	(2) One of the Officers of the University to be nominated by the Vice-Chancellor—Member.

1	2	3	4
		(3) Experience in constructing and managing residential colonies in educational, industrial or other organisation.	(3) 3 Experts from outside the University—One to be nominated by the Chancellor and two to be nominated by the Vice-Chancellor—Members.
		(4) Not less than 7 years' experience of work as Executive Engineer in a Government or autonomous organisation, preferably in a University.	
6. Librarian		(1) At least 2nd Class Master's degree in Library Science from a recognised University/Institution.	(1) Vice-Chancellor—Chairman.
		(2) Not less than 7 years' experience of work in a library of repute and good knowledge of modern library systems.	(2) Two Deans/Directors of the University to be nominated by the Vice-Chancellor—Members.
			(3) 3 experts from outside the University—One to be nominated by the Chancellor and two to be nominated by the Vice-Chancellor—Members.
7. Registrar		(1) At least 2nd Class Master's degree or LL.B. with good working knowledge of Hindi and English.	(1) Vice-Chancellor—Chairman.
		(2) Not less than 7 years' experience in administration/supervisory capacity in a University or organisation of comparable standard.	(2) One of the Officers of the University to be nominated by the Vice-Chancellor—Member.
		(3) Good knowledge of rules, and regulations, drafting, conduct of examinations and	(3) 3 experts from outside the University—One to be nominated by the

1	2	3	4
		maintenance of confidential record.	Chancellor and two to be nominated by the Vice-Chancellor—Members.
8. Comptroller	(1) At least 2nd Class Master's degree or a Chartered Accountant.		Same as for the post of Registrar.
	(2) Not less than seven years' experience of administration, planning and financial management in a University or organisation of a comparable standard.		

CHAPTER IV

STATUTES REGARDING THE CLASSIFICATION, THE MANNER OF APPOINTMENTS AND DUTIES OF THE TEACHERS OF THE UNIVERSITY

4.1 Teachers of the University.—(1) The teachers of the University shall be classified as follows:—

- (i) Professors;
- (ii) Associate Professors;
- (iii) Assistant Professors;
- (iv) Persons conducting and guiding research;
- (v) Persons conducting and guiding extension education programmes;
- (vi) Any other employee of the University declared as a teacher by the Board on the recommendation of the Academic Council.

4.2 The appointment of a teacher of the University shall be made by the Board on the recommendation of the Selection Committee.

4.3 The scales of the pay of teachers of the University shall be as under:—

- (i) Professor or equivalent post Rs. 1500-60-1800-100-2000-125/2500.
- (ii) Associate Professor or equivalent post Rs. 1200-50-1300-60-1900.
- (iii) Assistant Professor or equivalent post Rs. 700-40-1100-50-1600.

4.4 A teacher of the University shall be required to do teaching, research, extension education and/or any other work as assigned by the Vice-Chancellor.

4.5 (1) The procedure for the appointment of teachers of the University shall be as under:—

- (a) the Vice-Chancellor may have the post(s) advertised with qualifications as prescribed and/or may invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.
- (b) On expiry of the last date for receipt of applications, all the applications so received, along with the bio-data of those who have been suggested or recommended by persons/institutions/agencies and desired by the Vice-Chancellor to be considered as candidate, shall be compiled and placed before a Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee, after scrutinising the qualifications of the applicants, shall prepare a list of names of candidates recommended to be called for interview and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the powers to include in such a list name(s) of person(s) who may not have applied or may not have been recommended by persons/institutions/agencies to whom the matter had been referred. The Vice-Chancellor shall also have the power to drop name(s) from the list of candidates recommended by the Screening Committee.
- (c) All eligible candidates may not be called for interview. The Vice-Chancellor shall have the discretion to limit the number of candidates to be called for interview for any post. The candidates finally approved by the Vice-Chancellor to be called for interview on a specified date will get adequate notice about the time, date and venue of the interview.
- (d) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendations for each post separately.
- (e) The Vice Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board.
- (f) For reasons to be recorded the Board may, on the recommendations of the Selection Committee and the Vice-Chancellor, approve the selection of any candidate in relaxation of the qualifications as prescribed.
- (g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be six months from the date of approval.

(2) Four members of the Selection Committee shall form the quorum provided one of them is from outside University.

4.6 The qualifications for appointment to the posts of teachers and the composition of Selection Committees shall be as given in the following table:—

Sr.No.	Name of the post	Qualification	Composition of Selection Committee
1	2	3	4
1.	Professor or equivalent Research/Extension Education post.	(1) Ph.D. Degree or equivalent in the subject with consistently good academic record.	(1) Vice-Chancellor—Chairman.

1	2	3	4
		(2) Seven years' teaching/research/extension education experience in the subject.	(2) Dean of the Post Graduate Studies—Member.
		(3) Significant contribution as evidenced by Publications.	(3) Director of Research—Member.
		(4) Ability to provide leadership to the Department.	(4) Director of Agricultural Extension Education—Member.
			(5) Dean of the Faculty concerned—Member.
			(6) A representative of I.C.A.R.—Member.
			(7) 3 subject specialists from outside the University—Two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor.
2.	Associate Professor or equivalent Research/Extension Education post.	(1) Same as for the post of Professor.	(1) Vice-Chancellor or his nominee—Chairman.
		(2) 4 years' teaching/research/extension education experience in the subject.	(2) Dean of the Faculty—Member.
		(3) Same as for the post of Professor.	(3) Director of Research—Member.
			(4) Head of the Department concerned if he is a Professor—Member.
			(5) A representative of I.C.A.R.—Member.
			(6) 3 Subject specialists from outside the University—Two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor—Members.
3.	Assistant Professor or equivalent Research/Extension Education post.	(1) Ph.D. degree in the concerned or allied subject.	Same as for the post of Associate Professor.

1	2	3	4
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Or
M.Sc. in the concerned or allied subject and holding an equivalent post in a University or organisation of comparable standard.

Note.—(1) In case candidates with the above qualifications are not available, M.Sc. in the concerned or allied subject with consistently good academic record will be eligible.

(2) In case candidate selected for appointment holds Master's degree, he will have to obtain Ph. D., degree within five years of the date of appointment, failing which he shall cease to earn increment(s) till he obtains Ph. D. degree.

CHAPTER V

STATUTES REGARDING THE CLASSIFICATION, QUALIFICATIONS AND APPOINTMENT OF EMPLOYEES OF THE UNIVERSITY OTHER THAN THE OFFICERS AND TEACHERS

5.1 Classification.—Employees of the University other than officers and teachers shall belong to the following categories:—

- (i) Grade 'A' employees; viz., employees whose minimum of the time scale is Rs. 700 or more.
- (ii) Grade 'B' employees viz., employees whose minimum of the time-scale is Rs. 300 or more and not included in grade 'A' above.
- (iii) Grade 'C' employees viz., employees whose minimum of the time scale is Rs. 110 or more and not included in the grade 'A' or 'B' above.
- (iv) Grade 'D' employees viz., all other employees not included in grade 'A', 'B' or 'C' above.

5.2 The employees of all grades shall in respect of their day-to-day work, be under the administrative control of the Head of the Office/Institution/Department of Study to which they are posted.

5.3 The Head of the Office/Institution/Department of Study will have the power to allot/re-allot work to each employee under his administrative control and can also transfer any such employee within the office/Institution/Department of

Study, at the same station, If, however, such a transfer involves change of station, prior approval of the Vice-Chancellor would be required.

5.4 The Authority/Officer/Head of the Department who has been delegated the powers of appointment shall have the power to take disciplinary action against such employees in respect of which the powers of appointment have been delegated to the Authority/Officer/Head of the Department concerned.

5.5 Powers with regard to the service matters like issue of certificate of experience and/or completion of probation period, allow crossing of efficiency bar, allow periodical increment and grant of leave, shall be exercised by the Authority/Officer/Head of the Department which has been delegated the power of appointment or a person authorised in this behalf.

5.6 Scales of pay of the employees of the University.—(1) The scales of pay of the posts of category A, B, C and D employees of the University shall be as prevalent at present. Conditions and rules for the release of higher scales of pay, for admissibility of special pay and other allowances to the employees shall be the same as applicable from time to time to the employees holding corresponding posts in Himachal Pradesh Government. But the rates of local allowances shall be as admissible to Government servants at the concerned stations of posting.

(2) The Board shall have the powers to revise the conditions for the release of scales and to revise scales of pay and allowances attached to any post of the University as and when the same are revised by the Himachal Pradesh Government for their own employees.

(3) For such posts in the University as are not existent under the Himachal Pradesh Government, the University reserves the powers to frame its own pay scales which shall, as far as possible, be in consonance with the pay scales of comparable posts in the Himachal Pradesh Government.

5.7 Appointments.—(1) Posts with a minimum of the time scale of Rs. 1100/- or more shall be filled in by direct recruitment. The other posts of Grade 'A' shall be filled in by promotion and direct recruitment in the ratio of 50:50. The posts of grades 'B' and 'C' shall be filled in by promotion and direct recruitment in the ratio of 75:25 i.e. 75% by promotion and 25% by direct recruitment, subject to the condition that quota for promotion from grade 'D' to the lowest posts of grade 'C' in any office shall be limited to 25% of the vacancies. The promotions shall be made in accordance with the promotion rules as prescribed.

(2) In case eligible candidates for promotion are not available, the vacancies in the promotion quota may be filled by direct recruitment.

(3) For direct recruitment following procedure shall be adopted:—

(a) The Vice-Chancellor may have the posts advertised with such qualifications as prescribed.

(b) On expiry of the last date of receipt of applications, all the applications shall be compiled and placed before the Screening Committee appointed for the purpose by the Vice-Chancellor.

(c) The Screening Committee after scrutinising the qualifications of the applicants, shall prepare a list of names of candidates to be called for interview and place the same before the Vice-Chancellor.

(d) After conducting the required test/examination wherever necessary, and interviewing the candidates, the Selection Committee shall make recommendations to the appointing authority.

5.8 Qualifications for recruitment to the posts of grade 'A', grade 'B', 'C' and 'D' composition of selection committees for these posts shall be as given in the following table. These qualifications can be relaxed by the Vice-Chancellor in case of persons otherwise well qualified.

S. No.	Name of the post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	Deputy Registrar	<p>Master's degree from a recognised University with a good working knowledge of Hindi and English and not less than five years' experience in an administrative/supervisory capacity in a University or an organization of comparable standard.</p> <p>OR</p> <p>Bachelor's degree with a good working knowledge of Hindi and English and not less than ten years' experience in an administrative/supervisory capacity in a University or an organisation of comparable standard.</p>	<p>Vice-Chancellor or his nominee .. <i>Chairman</i></p> <p>Registrar .. <i>Member</i></p> <p>Comptroller .. <i>Member</i></p> <p>Dean/Director of Research/ Director of Agr. Extn. Education as nominated by the Vice-Chancellor .. <i>Member</i></p> <p>One expert to be nominated by the Vice-Chancellor from outside the University .. <i>Member</i>.</p>
2.	Deputy Comptroller	<p>Master's degree from a recognised University with not less than five years' experience in administration and financial management in a University or an organization of comparable standard.</p> <p>OR</p> <p>Bachelor's degree from a recognised University with not less than ten years' experience in administration and financial management in a University or organization of comparable standard.</p>	-do-

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3. Assistant Registrar

Master's degree from a recognised University with not less than three years' experience in a supervisory capacity in a University or an organization of comparable standard.

OR

Bachelor's degree from a recognised University with not less than six years' experience in a supervisory capacity in a University or organization of comparable standard.

OR

Matriculation with not less than 12 years' experience including six years experience in supervisory capacity in a University or organization of comparable standard.

Vice-Chancellor or his nominee ..
Registrar ..
Comptroller ..
Dean/Director of Research/ Director of Agr. Extn. ..
Education as nominated by the Vice-Chancellor ..
One expert to be nominated by the Vice-Chancellor from outside the University ..
..

Chairman
Member
Member

Member

Member.

4. Superintendent

Master's degree with not less than three years' experience as Assistant/Senior Stenographer/Deputy Superintendent/Senior Accountant in a University or Government.

OR

Bachelor's degree with not less than five years' experience as Assistant/Senior Stenographer/Deputy Superintendent/Senior Accountant in a University or Government Institution.

OR

Matriculation second class with not less than ten years' experience as Assistant/Senior Stenographer/Deputy Superintendent/Senior Accountant in a University or Government Institution.

Vice-Chancellor or his nominee ..
Registrar ..
Comptroller ..
Dean/Director of Research/ Agr. Extension Education to be nominated by the Vice-Chancellor ..
..

Chairman
Member
Member

Member.

5. Deputy Superintendent	Master's degree with not less than two years' experience as Assistant/Senior Scale Stenographer in a University or Government institution. OR Bachelor's degree with not less than four year's experience as Assistant/Senior Stenographer in a University or Government Institution. OR Matriculation second class with not less than eight years' experience as Assistant/Senior Stenographer in a University/Government Institution.	Vice-Chancellor or his nominee Registrar Comptroller Dean/Director of Research/Agril. Extension Education to be nominated by the Vice-Chancellor	his :: :: ::	Chairman Member Member
6. Assistant	Master's degree from a recognised University preferably with some experience of office work. OR Bachelor's degree from a recognised University with not less than two years' experience of office work. OR Matriculation second class with not less than six years' experience as Clerk/Jr. Stenographer/Accountant in a University or Government institution.	-do-		
7. Senior Stenographer	Bachelor's degree from a recognised University with a speed of 80 words per minute in English or Hindi Short-hand. Provided that a candidate with lesser speed can be appointed if no candidate qualifies the Short-hand test at the prescribed speed subject to the condition that the candidate so appointed shall not be confirmed	-do-		

1	2	3	4
	unless he qualifies the short-hand test at the prescribed speed within a period of two years.		
8. Junior Stenographer	Bachelor's degree from a recognised University or Matriculation 1st class with 60 words per minute in English or Hindi short hand. Provided that a candidate with lesser speed can be appointed if no candidate qualifies the short-hand test at the prescribed speed subject to the condition that the candidate so appointed shall not be confirmed unless he qualifies the short-hand test at the prescribed speed within a period of two years.	Vice-Chancellor or his nominee Registrar Comptroller Dean/Director of Research/ Agril. Extension Educa- tion to be nominated by the Vice-Chancellor	Chairman Member Member
9. Senior Accountant	Bachelor's degree (with Math. or Economics) or B. Com. from a recognised University with not less than three years' experience in accounts. OR Second class Matriculation with not less than six years' experience in accounts.	-do-	
10. Accountant	Bachelor's degree (with Math. or Economics) or B. Com. from a recognised University. OR Second class Matriculation with not less than three years' experience in accounts.	-do-	
11. Clerks	Bachelor's degree from a recognised University.	-do-	

OR
Second class Matriculation.

Note.—The Clerks shall have to qualify the typing test with a speed of 30 w., p.m. within a period of one year failing which they shall not be eligible to earn annual increments.

12. Peons, Sweepers, Chowkidars, Bus, Jeep, Truck and Tractor Drivers.	As prescribed by the Vice-Chancellor	(1) Registrar (2) Comptroller (3) Estate Officer	Chairman Member Member.
13. Deputy Librarian	Master's degree in Library Science or Bachelor's degree in Library Science followed by Postgraduate diploma in Library Science with not less than five years' experience as Assistant Librarian in a Library of repute and good knowledge of modern library systems.	Vice-Chancellor or his nominee Librarian Two experts from outside the University to be nominated by the Vice-Chancellor Dean/Director to be nominated by the Vice-Chancellor	Chairman Member Members Member.
14. Assistant Librarian	Master's degree in Library Science or Bachelor's degree in Library Science followed by Postgraduate diploma in Library Science with not less than three years' experience as First Professional Assistant in a Library of repute and good knowledge of modern library systems.	-do-	
15. Executive Engineer	Degree in Civil Engg. or equivalent from recognised University/Institution with seven years' practical experience as Assistant Engineer or equivalent.	Vice-Chancellor Estate Officer Two experts from outside the University	Chairman Member Members

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OR

Diploma in Civil Engineering from recognised Institution with eight years' experience as Assistant Engineer or equivalent post.

One nominee of the Vice-Chancellor from amongst the Deans/Directors ..

Members.

16. Assistant Engineer

Degree in Civil Engineering from a recognised University/Public Institutions or equivalent.

Vice-Chancellor or his representative ..

Chairman

OR

Diploma in Civil Engineering with seven years' experience.

Estate Officer ..

Member

Two experts from outside the University to be nominated by the Vice-Chancellor ..

Members

One nominee of the Vice-Chancellor from amongst the Deans/Directors ..

Member.

17. Junior Engineer

Degree in Civil Engineering from a recognised University/Institution or equivalent.

Vice-Chancellor or his nominee ..

Chairman

Member

OR

Diploma in Civil Engineering from recognised Institution.

One expert from outside the University to be nominated by the Vice-Chancellor ..

Member

Note.—Candidates having degree in Civil Engineering can be considered for higher start.

One nominee of the Vice-Chancellor from amongst the Deans/Directors ..

Member.

18. Architect

Degree or Diploma in Architecture of recognised University/Institution recognised for recruitment to superior posts in the Government of India.

Same as for the post of Executive Engineer.

19. Assistant Architect	<p>OR</p> <p>Qualifications included in the Schedule of Section 14 of Architects Bill, 1972.</p> <p>AND</p> <p>Five years' professional experience on a responsible position in the field of Architecture.</p> <p>Degree or equivalent diploma in Architecture of a recognised University with one year experience under a qualified Architect.</p>	Same as for Engineer.	for Assistant
20. Architectural Assistant Grade-I.	<p>Degree or equivalent diploma in Architectural of a recognised University/Institution.</p> <p>OR</p> <p>Three years' Diploma in Architectural Assistantship from a recognised Institution.</p> <p>Degree or diploma in Architecture of a recognised University/Institution.</p> <p>OR</p> <p>Intermediate in Architecture from a recognised University/Institution.</p> <p>OR</p> <p>Three years diploma in Architectural Assistantship from a recognised Institution.</p>	Same as for Engineer.	for Junior
21. Architectural Assistant Grade-II.	<p>(a) Diploma in Civil Draftsmanship from a recognised institution.</p> <p>(b) Five years' experience as Assistant Draftsman or equivalent.</p>		-do-
22. Head Draftsman			-do-

1	2	3	4	
23.	Other 'B' and 'C' grades technical posts under the Estate Officer.	As Prescribed by the Vice-Chancellor	Estate Officer Architect Executive Engineer concerned One other person to be nominated by the Vice-Chancellor Vice-Chancellor or his nominee Students Welfare Officer One of the Deans/Directors to be nominated by the Vice-Chancellor One expert from outside the University to be nominate by the Vice-Chancellor Students Welfare Officer Deputy Students Welfare Officer Any other person to be nominated by the Vice-Chancellor	Chairman Member Member Member Chairman Member Member Member Member Chairman Member Member Member
24.	Deputy Students Welfare Officer	Master's degree in any discipline from a recognised University; Adequate experience of organizing sports, games and other student welfare activities for a period of not less than five years.		
25.	'B' and 'C' grade employees other than ministerial staff under Students Welfare Officer.	As prescribed by the Vice-Chancellor	Students Welfare Officer Deputy Students Welfare Officer Any other person to be nominated by the Vice-Chancellor	Member. Chairman Member Member.
26.	'B' and 'C' grade employees other than ministerial staff under Deans/Directors.	-do-	One of the Deans/Directors to be nominated by the Vice-Chancellor All other Deans/Directors Head of the Department concerned Head of the Department Nominee of the Registrar One teacher from the Department to be nominated by the Head of the Department	Chairman Members Member Chairman Member
27.	'D' grade employees under Head of Departments	-do-		Member Chairman Member Member.

28. Medical Officer	Bachelor's degree in Medical Science of a recognised University with not less than two years' experience as registered practitioner.	Vice-Chancellor or his nominee Students Welfare Officer Two experts to be nominated by the Vice-Chancellor	Chairman Member Members.
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5.9 For the technical and non-technical posts not covered by Statute 5.8, qualifications and Composition of Selection Committees shall be as prescribed by the Vice-Chancellor from time to time.

5.10 Rules of promotion, conditions of eligibility for promotion and composition of Promotion Committees shall be as prescribed by the Regulations.

CHAPTER-VI

**STATUTES REGARDING THE CONDITIONS OF SERVICE OF OFFICERS
TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY
AND PREPARATION AND MAINTENANCE OF RECORD
OF THEIR SERVICE AND ACTIVITIES**

6.1 In this Statute unless the context otherwise requires—

- (i) 'Probation' A person on probation on a post is one appointed 'by selection or promotion' to a post for determining his fitness for his eventual substantive appointment to the post.
- (ii) 'Salary' means the amount of the monthly pay and allowances granted by the University to an employee.
- (iii) 'Foreign Service' means service in which an employee receives his substantive pay with the sanction of the University, from the source other than the funds of the University.

6.2 Age of entry/age of retirement:—

- (a) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University.
- (b) An employee of the University shall retire from service on the last day of the month in which he attains the age of 60 years provided that nothing in this clause shall apply to the Vice Chancellor or to any person appointed for a specific period under a contract.

6.3 The number of different categories of posts in the University shall be such as may be determined from time to time by the Vice-Chancellor with the approval of the Board.

6.4 At the time of appointment the competent authority may sanction a starting salary higher than the minimum of the grade or subsequently give advance increment(s) for meritorious work.

6.5 An employee of the University may be permitted to accept remuneration for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.

6.6 Medical Certificate of fitness or first entry in the University service:—

- (1) All employees of the University shall, on first appointment to a post in the University, be examined (unless exempted by the competent authority or under the provisions of the statute) by one of the Medical officers of the University or the State Government. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer concerned. Before being examined by the Medical Officer, he shall be required to make a declaration in the prescribed form. The Medical Officer examining the employee shall furnish a certificate about the health of the employee in the prescribed form.
- (2) In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical officer or on an application made by the concerned employees.
- (3) The standard of medical fitness shall be as prescribed.

- (4) An employee of the University not found medically fit by the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The employee concerned shall have a right to appeal to any Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board.
- (5) The following classes of employees shall be exempted from producing medical certificate of fitness:—
 - (i) An employee transferred to the University under section 39 of the Act.
 - (ii) An employee appointed in a temporary vacancy for a period not exceeding six months.
 - (iii) An employee on deputation with the University.

6.7 Probation.—(1) Except when otherwise provided in the Act or statutes or in the special terms of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall on appointment to any post remain on probation for a period of two years.

(2) The head of the Office or Controlling Officer of an employee shall send to the competent authority at least two months before the date of expiry of the probation period a report about the work and conduct of the employee appointed on probation with a definite recommendation about the fitness of his confirmation in the service.

(3) If during his period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory, it may dispense with his services or revert him to his former post; if any, or extend the period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation provided that the total period of probation including extension, if any, shall not exceed three years if there is a permanent vacancy against which the employee can be confirmed. If it is decided to dispense with the service of employee it shall not be necessary to serve a notice on the employee for the termination of his service.

(4) On satisfactory completion of the period of probation, the competent authority may confirm an employee in the appointment provided that the employee appointed in a leave vacancy or in a tenure post shall not be considered for confirmation in the service.

6.8 Seniority.—(1) The seniority *Inter se* of the employees shall be determined by the dates of their continuous appointment to the posts:

Provided that in the case of an employee appointed directly, the seniority will be determined by the order of merit drawn up by the selection committee subject to the condition that he joins within the period given in his letter of appointment. Persons appointed as a result of an earlier selection for similar posts shall be senior to those appointed as a result of a subsequent selection:

Provided further that in the case of two or more employees appointed on the same date their seniority shall be determined as follows:—

- (i) In case of employees recruited by promotion/transfer seniority shall be determined according to seniority of such employees in the appointments from which they have been promoted/transferred.
- (ii) In the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of such service in these appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

Explanation.—Service rendered by Government employees on foreign service with the University shall count for seniority provided such employees resign government jobs and agree to be regularly absorbed in the service of the University.

(2) In the case of an employee whose period of probation is extended, the date of appointment for the purpose of seniority shall be deemed to have been deferred to the extent the period of probation is extended.

6.9 Ex-gratia grant and other facilities to the family of the University employee who dies while in service:

(1) *ad hoc* Ex-gratia grant:

The Ex-gratia grant to be given to the family of deceased employee will be equivalent to ten times the salary which he was receiving immediately before his death, subject to a minimum of Rs. 5,000 and maximum of Rs. 15,000. The Ex-gratia grant will be payable to the members of the family of deceased employee mentioned below in that order:

- (i) Widow/husband
- (ii) Dependent sons/daughters
- (iii) Dependent father
- (iv) Dependent mother
- (v) Dependent brothers/sisters.

Note.—In case of category (ii) and (v), the *ad hoc* ex-gratia grant will be admissible only if they are minors or unemployed at the time of employee's death, subject to submission of proof thereof to the satisfaction of the Comptroller.

(2) Free Medical Aid:

Free Medical aid/assistance will be given to the dependent members of the family, including minor children, declared as such by the deceased employee during his life time, as admissible to serving employee except that the cost of medicines which are to be purchased from the market for treatment shall not be reimbursed.

(3) Accommodation:

In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases the house-rent allowance

admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Note.—(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

(ii) If the residential accommodation, allotted to deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.

(iii) If no accommodation is available as referred to in item (ii) above, then house rent allowance for the remaining period would be granted, provided the family lives at the station.

(4) Education facilities:

(i) Tuition fee at the rate as charged in Government/University institutions shall be reimbursed to the unmarried children of the deceased employee upto degree course (including professional courses), provided the children get admission in the said course and pass the annual examination held from time to time.

(ii) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who is, are actually dependent upon his/their guardian.

(5) Procedure for grant of above facilities:

(i) The information in regard to the deceased employee and his family would be obtained in the prescribed form which should be properly attested and should contain necessary affidavit as a reasonable proof of title to the grant and/or other facilities.

(ii) In case of minor dependents the amount shall be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

(6) Eligibility:

(i) *Ad hoc* ex-gratia grant and other facilities will be admissible to the family of regular employee who dies while in service of the University.

(ii) When both husband and wife are in employment, the relief in the case of death of one of them would not be admissible to the dependent children if the surviving partner is getting pay of Rs. 500 per month or above or owns property of the value of Rs. 75,000.

(iii) If either of the surviving partners is remarried, the relief would be refunded and deposited for the use of the minor children. This undertaking should be taken at the time of payment of the relief fund.

(iv) The work-charged establishment with a minimum service of 5 years be also included for *ad hoc* ex-gratia grant and other facilities admissible to the families of regular employees.

(v) The amount of compensation admissible to the work-charged employees will be equal to ten times the salary drawn by an individual subject to a minimum of Rs. 3,000 and maximum of Rs. 5,000.

The above compensation will not be admissible to persons who are re-appointed after retirement from any other service.

Note.—The employees on *ad hoc* basis and the persons who are given term appointment or appointed on contract basis or appointed temporarily against some research project or temporary scheme or leave arrangements shall not be eligible for grant or benefits under these rules.

6.10 Royalties, patent rights for inventions and discoveries and honoraria for testing work in the University Laboratories, etc:

- (1) The University shall have the sole right in respect of any invention or discovery or any process made in the University laboratories, farms or workshops and may move for securing the patent right for invention or process from the Government. The University will bear the cost of securing the patent right and receive all royalties, remuneration or income accruing from the sale or commercial exploitation of such a patent.
- (2) The University shall pay to the employee concerned such amount as may be determined by the Board as reward provided that in cases where the expenditure incurred by the University of such invention or process is high, the entire, or part expenditure may be deducted by the University at its discretion from the amount of the reward fixed by the Board before it is paid to the employee.
- (3) In case the University decides not to apply for the patent rights, the employee concerned may, if he so desires, apply for a patent solely in his own name on payment of 10 per cent of royalty to the University.
- (4) Testing or research work on behalf of any organisation for which a fee is offered to the University may be accepted by the Vice-Chancellor in consultation with the Head of the Department concerned. The Vice-Chancellor shall determine and sanction the honoraria to be paid to the employees concerned for such work, taking into account all expenditure incurred and to be incurred by the University on the said research or testing work.

6.11 *Foreign Service:*

- (1) The State, Central, Semi and Quasi Government employee may be taken on deputation into the University service and the service conditions of such-employees/persons shall be the same as mutually agreed upon between the parent body and the University. The leave salary and pension and/or Provident Fund contribution of such employee shall be paid, if necessary, by the University to the parent body.
- (2) The University employee may take up temporary appointment in a State or Central Government Department or in any other authorised agency and the said employee shall be considered as on deputation. The leave salary and pension and/or Provident Fund contribution of such employee shall be made either by the employee or the employer, as the case may be.
- (3) The period of deputation shall ordinarily be two years but shall not be extendable beyond four years.
- (4) No employee of the University shall be sent on deputation/foreign service except without the approval of the Board.

- (5) The employee at the time of transfer on foreign service/deputation should hold a permanent post in the University.

6.12 (1) An employee shall make a declaration of the age to the appointing authority at the time of entering into the service based on his matriculation certificate and in the case of a non-matriculate, such other documentary proof, as may be acceptable to the authority, upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

6.13 Increment and Efficiency Bar:

- (1) An increment shall ordinarily be drawn as a matter of course, but the competent authority shall have the power to withhold the increment if the conduct of the employee has not been good or his work not found satisfactory. Where an Efficiency Bar has been prescribed in a time-scale, the increment next above the Efficiency Bar shall not be given without the specific sanction of the competent authority.
- (2) The service rendered on a temporary post shall count for increment, provided the post is in the time-scale of salary.
- (3) The service rendered on *ad hoc* basis, if followed by regular appointment in the same post will count for increment but not for seniority.
- (4) The service during the period of demotion and the period spent on leave without pay, shall not count for an increment except when such leave is taken for higher studies, or deputation/foreign service, provided that but for such leave, the deputation/foreign service, employee would have continued to hold that post.

6.14 Termination of Service:

The competent authority shall have the powers to terminate the services of an employee on any of the following grounds:—

- (a) Gross negligence in the discharge of his duty.
- (b) Misconduct.
- (c) Insubordination or any breach of discipline.
- (d) Physical or mental unfitness for the discharge of duty.
- (e) Any act prejudicial to the University or its property.
- (f) Guilty of activity which is anti-secular and tends to create communal disharmony.

6.15 Registration/Termination—Notice thereof:

- (1) If a temporary employee wishes to resign from service, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month, from him in lieu of such notice.
- (2) If the University decides to relieve an un-confirmed employee, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (3) The University can terminate the services of a permanent employee at any time by giving him three calendar months notice or by paying him three months salary in lieu of the notice.

- (4) Permanent employee shall be required to give three month's notice in case he desires to be relieved, or he shall pay to the University three month's salary, in lieu of such a notice, unless otherwise directed by the Board.
- (5) An employee, before leaving the University service, shall hand over the charge of the post to the duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him for his personal or official use and shall pay, in full, all the charges due from him for occupation of residential quarter, municipal taxes, water and electricity charges, etc. If he fails to do so, the Head of the Institution or the Office in which he was working, shall recover the amount due from him, on account of the above items, from his last salary or from the University contribution to the Provident fund.
- (6) An employee who is in occupation of the residential accommodation of the University, shall be in the status of licensee and shall leave the University accommodation allotted to him by the University.

6.16. Service Book:

- (i) There shall be maintained a Service Book of every employee in which shall be entered all matters relating to his service in the University. The Service Book shall contain in particular a history of service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a leave account form showing a complete record of all types of leave. All entries in the Service Book shall be attested under the dated signatures of the Head of the Department/Office. The Service Book shall be in the form as prescribed for the employees of the Himachal Pradesh Government.
- (ii) The Service Book shall be maintained by and kept in the custody of the Head of the institution/office where the employee is posted.
- (iii) The Service Book shall not be given to an employee who is proceeding on leave or quits the University service. A certified copy of the Service Book may, however, be supplied on request on retirement, discharge or resignation.
- (iv) It is the duty of every employee to see that his Service Book is properly maintained. He shall also be required to put his signature in the appropriate column as and when there is any change in his pay as a proof of his having verified the entries. The officer incharge of service books may permit the employee concerned to examine his service book should he so desire at any time.

(2) Personal Confidential File Character Roll:

A Personal Confidential File or Character Roll shall be maintained for each employee in the manner to be prescribed. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation if any against such remarks.

6.17 General Leave Rules:

- (1) The authority competent to grant leave shall be as per delegation of powers.
- (2) The leave account of every employee of the University shall be maintained.
- (3) Leave cannot be claimed as of right. When the exigency of service so

requires, discretion to refuse or revoke leave of any description is reserved to the competent authority.

- (4) Leave salary, wherever payable, shall be paid monthly in the first week of the succeeding month.
- (5) Earned leave may be combined with sabbatical leave, study leave or leave on medical grounds.
- (6) Employee on leave shall not return to duty before the expiry of leave granted to him unless he is permitted to do so by the authority which grants him leave. If he is on leave preparatory to retirement he cannot return to duty.
- (7) The Vice-Chancellor shall have the authority to change the date of commencement of leave granted to a University employee.
- (8) No employee may leave his headquarters during Sundays or holidays without the permission of the competent authority.
- (9) An employee on leave including leave after the date of retirement, shall not take up any service or accept any employment without the permission of the competent authority.
- (10) When an employee is recalled to duty before the expiry of his leave, he is entitled to no concession if the recall is optional. If it is compulsory, the period from the date on which he starts his journey to join his office may be treated as on duty but he shall draw only leave salary until he joins his post. In addition he may be allowed travelling allowance as journey on tour.
- (11) When proceeding on or returning from leave, the official concerned will submit a departure or arrival report, as the case may be, to the Head of office/Institution concerned.
- (12) The authority incharge of the Service Book will make the necessary entry regarding grant of leave or return from leave in the relevant columns of the Service Book and leave account, under the signature of the Officer authorised to sign entries in the Service Book.
- (13) If an employee over-stays his leave or otherwise absents himself from duty for more than a week, his post shall be liable to be declared vacant and he shall forfeit his salary for the period, he so remains absent.
- (14) (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of official duty.
- (ii) Hospital leave may be granted on leave salary equal to either full pay or half pay as the competent authority granting the leave may decide. The period of hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.

6.18 Casual Leave.—(1) Every employee shall be eligible for 15 days of casual leave, in a calendar year.

(2) Casual leave cannot be combined with any other leave. It can be com-

bined with the holidays provided the total period including holidays does not exceed 10 days in one spell.

6.19 Compensatory Leave.—An employee who is required by the competent authority to work on holiday(s) shall be eligible for compensatory leave, subject a maximum of 20 days in a year, provided he shall avail such leave within a period of six months from the period for which he worked during holiday(s).

6.20 Special Casual Leave.—Special Casual Leave, not counting against ordinary casual leave, may be allowed to an employee who is an office bearer of an Association/Union recognised by the University for attending the meetings of the Association/Union. The total leave permissible for this purpose shall not exceed 7 days in a year.

6.21 Earned Leave.—(1) Earned leave admissible to an employee of the University shall be one eleventh of the period spent on duty. Earned leave can be accumulated to a maximum of 180 days but the maximum earned leave that may be given at a time shall not exceed 120 days, if spent in India, and 240 days if the entire leave so granted is spent outside India.

(2) Leave preparatory to retirement may be allowed upto 180 days provided it is due.

6.22 Half Pay Leave:

- (1) Half pay leave for 20 days is admissible to all categories of employees in respect of each completed year of service.
- (2) Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only subject to the following conditions:—
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (ii) When commuted leave is granted, twice the amount of leave shall be debited against the half pay leave due.
 - (iii) Commuted leave may be granted in conjunction with earned leave provided the total duration does not exceed 240 days:
Provided that no commuted leave may be granted under this statute unless the competent authority has reason to believe that the employee will return to duty on its expiry.
- (3) The production of medical certificate does not, in itself confer upon the employee concerned any right to the grant of leave. The certificate shall be forwarded to the competent authority that is to grant leave and the orders of the competent authority shall be awaited. An employee who absents himself from his duty without permission of the competent authority is liable to have his absence treated as absence from duty without permission.
- (4) The half pay leave earned by a University employee in respect of a completed year of service can be availed of by him during the course of spell of leave or during an extension thereof within which the date of anniversary of service falls.
- (5) When commuted leave is granted to an employee under this statute and he intends to retire subsequently, the commuted leave should be converted

into half pay leave and the difference between the leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily thrust upon him by reason of ill-health, incapacitating him for further service, no refund should be taken.

- (6) An employee who avails of leave on medical certificate will not return to duty without his producing a Medical Certificate of fitness.

Note.—The Medical Certificate should be submitted by the University employee from University Medical Officer or Government Medical Officer. In case the employee is out of station and is compelled to undergo treatment of a registered medical practitioner, the medical certificate from such a Practitioner shall be allowable.

6.23 Extraordinary Leave.—(1) Extra ordinary leave shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing for the grant of extraordinary leave.

(2) The period of extra-ordinary leave shall not count for increment unless decided otherwise by the Board.

(3) In the case of permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits:

- (i) Three months in the case of an employee who has completed two years continuous service on the date of expiry of the leave admissible to him under the rules and whose application for such leave is supported by a medical certificate.
- (ii) Six months in the case of an employee who has completed three years of continuous service on the date of expiry of leave admissible to him under the rules and whose application for such leave is supported by a medical certificate.
- (iii) Ten months when an employee is suffering from tuberculosis or leprosy and undergoing the treatment in a recognised clinic or under a specialist.
- (iv) The competent authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave as per entitlement under rules.

(4) Leave without pay shall not count towards gratuity unless otherwise decided by the Board.

(5) Leave shall not be granted to an employee:—

- (i) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- (ii) who is under suspension; and
- (iii) who has been permanently invalidated.

6.24 Maternity leave.—Women employees of the University may be granted maternity leave on full pay for a period not exceeding three months. Grant

of leave shall be so regulated that (i) the date of confinement falls within the period of this leave, and (ii) the leave does not extend more than six weeks from the date of confinement. Maternity leave shall be admissible only 3 times during the entire service of the employee.

6.25 The teachers of the University shall also be eligible for study leave, sabbatical leave and duty leave in addition to other types of leave.

6.25 *Study leave:* (1) No teacher shall be entitled to this leave as a matter of right and this leave shall not be granted if the applicant has not completed four years of continuous service in the University.

- (2) Study leave may be granted to a whole time teacher other than a Professor of the University to pursue a special line of study or research directly related to his work in the University. Application for such leave must be accompanied by a full plan of work to be done during leave.
- (3) Study leave may be granted on the recommendation of the Head of the Department, Dean of College Director of Research/Director of Agricultural Extension Education, as the case may be, by the Vice-Chancellor.
- (4) The study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (5) The study leave shall not be granted for more than two years, except in very exceptional cases in which the Vice-Chancellor is satisfied that such extension is unavoidable on academic grounds and is necessary in the interest of the University.

The period of study leave, shall, in no case exceed three years.

- (6) Study leave may be granted more than once provided that not less than 5 years have elapsed between the date on which a teacher had returned to duty on completion of earlier spell of study leave and date of commencement of subsequent spell of study leave. The teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.
- (7) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or programme of research without the permission of the Vice-Chancellor.
- (8) A teacher availing of study leave exceeding the year shall be required to execute a bond to serve the University for a period equal to twice that of such leave from the date of resuming duty after the expiry of study leave.
- (9) The teacher availing of study leave for less than one year shall be required to execute a bond to serve the University for a period of two years after the expiry of study leave.
- (10) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when the leave is granted without pay and should give security of immovable property to the satisfaction of the University or a fixed bond of any bank or Company or a guarantee of a schedule bank. The sureties to be accepted shall be acceptable to the University. Where the two sureties or one surety as the case may be, provided by the teacher are in case that the University may, in its discretion, waive of additional requirement of giving security of immovable property or a fixed bond of insurance Company or a guarantee of a schedule bank. The surety clause shall

form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on the failure of the fulfilment of obligations of the bond.

- (11) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction:

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (12) Study leave shall be granted on full pay. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teacher on study leave shall be reduced as given below:—

(a) The amount of Scholarship or Fellowship or other financial assistance that a teacher has been awarded will not deprive him of study leave with pay and allowance, but the Fellowship, etc., so received shall be taken into account in determining the pay and allowances on which study leave may be granted.

(b) If a teacher who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in case, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Vice-Chancellor may determine the study leave salary payable in each case.

(Note.—It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or institution whatsoever).

- (13) Subject to the maximum of period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave and extraordinary leave.
- (14) The period of study leave shall count as service for the purpose of retirement benefits, provided that the teacher rejoins the University on the expiry of study leave and serves the University for the period for which the bond has been executed.
- (15) The teacher shall submit to the Vice-Chancellor six monthly report of progress of the study from the Supervisor/Head of the Institution. The report should reach the Vice-Chancellor within one month of the expiry of every six months of the study leave. If the report does not reach the Vice-Chancellor within the time specified, the payment of salary may be deferred till the receipt of such report.
- (16) A teacher—
- (i) who is unable to complete his studies within the period of study leave granted to him, or
 - (ii) who fails to rejoin the service of University on the expiry of study leave, or
 - (iii) who rejoins the service of the University but leaves the service without completing the prescribed period of service after joining the service; or
 - (iv) who within the said period is dismissed or removed from the University service;

shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study:

Provided that if a teacher had served in the University for a period not less than half the period of service under the bond on return from study leave, he shall refund to the University half of the amount calculated as above. Provided further that in case no pay and allowances had been granted or pay and allowances had been granted on reduced rates as per provisions of statute 12 (a) and (b), recovery amount will be calculated on the pay drawn before the commencement of leave in addition to the recovery of other expenses incurred by the University in connection with the course of study.

(17) If a teacher after refusal for extension of study leave does not resume duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

(18) Notwithstanding the above, the Board may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Board may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

6.27 Sabbatical leave.—(1) A permanent University teacher of the rank of Professor, Associate Professor or Assistant Professor desirous of undertaking research or advanced work in his own field and who has served in the University as a teacher for not less than four years, may be granted sabbatical leave for a period upto six months on full pay and for another period upto six months on half pay if—

- (i) programme to be undertaken during the leave is submitted along with application for grant of leave and approved by the Vice-Chancellor
- (ii) he is in a position to serve the University for at least three years after return from leave and executes a bond that after such leave he shall so serve failing which he shall refund to the University the leave salary received by him and interest thereon at bank rate.

(2) The leave is to be utilized for advanced work in his own field, research or in pursuit of knowledge solely with the object of increasing Professional efficiency and usefulness to the University.

He shall, on return from leave, report to the University, the nature of advanced work in his own field or research work undertaken during the leave.

(3) Sabbatical leave shall not be granted to a teacher before the expiry of six years from the date of last return from sabbatical leave or study leave.

(4) Ordinarily one teacher from a department with a total strength upto five shall be granted sabbatical leave at a time, and normal budget provision of that Department shall not exceed on account of grant of leave.

(5) A teacher on sabbatical leave may be allowed to accept a Fellowship or Research Scholarship or any other remunerative appointment in an institution of advanced studies and amount so received will not affect the amount of leave salary drawn by him from the University.

6.28 Duty leave.—Duty leave on full pay upto 15 days in a year may be granted to a teacher by the Vice-Chancellor for attending meetings of selection committees or for any academic work pertaining to organization other than the University.

6.29 General.—No employee shall on account of any higher academic or other qualifications acquired by him in the course of his employment, claim as a matter of right any increase in pay or any extra remuneration or any promotion to higher grade or cadre unless the same is specifically sanctioned by the Board.

6.30 Any matter regarding conditions of service not covered by the provisions of this statute may be decided in accordance with the rules laid down by the Himachal Pradesh Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board or under the powers delegated to him by the Board may deem fit.

CHAPTER VII

STATUTES REGARDING THE CONDUCT, DISCIPLINE, ENQUIRY, PUNISHMENT AND APPEAL IN RESPECT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

7.1 The conduct rules are as below:—

- (1) Every employee shall at all times:
 - (a) maintain absolute integrity.
 - (b) show devotion to duty; and
 - (c) do nothing which is not becoming of an employee of the University.
- (2) Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.
- (3) Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.
- (4) No employee shall be a member of any political organisation or take active part in any political activity.
- (5) No employee shall participate in any demonstration or resort to any form of strike in connection with his official duties and conduct.
- (6) No employee shall continue to be a member of any association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
- (7) No employee shall, except by general or special orders of the University or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to communicate such document or information.
- (8) No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency or morality.
- (9) No employee shall, except with the previous permission of the competent authority, own wholly or, part, or participate in the editing or managing of any newspaper or other periodical publication.
- (10) No employee shall except with the previous permission of the competent authority or in the bonafide discharge of duty, participate in the radio broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonomously.

- (11) No employee shall, except with the previous permission of the competent authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in any other manner in pursuance of any purpose other than religious or charitable.
- (12) The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.
- (13) No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.
- (14) No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
Explanation.—The term 'gift' in this connection shall include free transport, boarding, lodging or any other pecuniary advantage when provided by any person other than his near relative or personal friend having no official dealing with the University.
- (15) (a) No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
(b) Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- (16) No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.
- (17) (a) No employee shall, except with the previous permission of the Vice-Chancellor, give evidence before any public committee.
(b) Nothing in this rule shall apply to evidence given before a committee which has power to compel the attendance of witness or the production of documents.
- (18) (i) No employee shall approach any member of the Board with a view:—
(a) to having a question put or resolution or motion moved on the matter connecting with his condition of service or any disciplinary action against him;
(b) to furthering any object which is capable of embarrassing University.
(ii) Personal interview with any higher authority or any member of Board without the permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.
- (19) (i) No employee who has a wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.
(ii) No employee shall marry any person who has wife/husband living without the permission.
- (20) No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.
- (21) No employee shall, except without the previous permission of the Vice-Chancellor engage directly or indirectly in any trade or business, or undertake any other employment:

Provided that an employee may, without permission, undertake honorary work of a social or charitable nature or an occasional work of literary or artistic

or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.

- (22) Canvassing by an employee in respect of business, insurance agency, commercial agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rule.
- (23) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business, or owns or manages any insurance agency or commercial agency.
- (24) It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him, to intimate the fact of his arrest and the circumstances connected therewith to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.
- (25) No employee of the University shall, without the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.
- (26) If so required by the Board at any time by general or special order, the employee shall submit to the Vice-Chancellor, within period specified in the order, a complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall include the details of the means by which or the source from which such property was acquired.

7.2 The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action:—

- (i) The violation of provision of any of these statutes.
- (ii) Participation in a strike, abetting, instigating or acting in furtherance of the same.
- (iii) Non-compliance of any order or habitual neglect of work.
- (iv) Theft, fraud, dishonesty in connection with the University property.
- (v) Wilful damage to the University property.
- (vi) Wilful absence from duty after the expiry of leave.
- (vii) Refusal to accept a charge-sheet, order or any other communication.
- (viii) Misbehaviour, mis-conduct or insolence.
- (ix) Gross partiality in assessment of students, deliberate over-marking, under-marking, or attempts at victimisation on any grounds.
- (x) Inciting students against other students, colleagues or administration provided that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
- (xi) Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.

7.3 *Discipline, Enquiry, Punishment, Suspension and Appeal:*

- (1) The following penalties may, for a good and sufficient reason and as hereinafter provided, be imposed upon an employee:—

(a) *Minor penalties:*

- (i) Censure;
- (ii) withholding of increment;

- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of omission or commission.
- (b) *Major penalties:*
 - (i) Reduction to a lower post or to a lower stage in a time-scale of pay.
 - (ii) Removal from University service which does not ordinarily disqualify for any other employment in the University.
 - (iii) Compulsory retirement.
 - (iv) Dismissal from University Service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued financial benefits.

7.4 The following shall not amount to a penalty within the meaning of this statute, namely:—

- (i) Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (ii) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible.
- (iii) Reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct.
- (iv) Reversion of an employee appointed on probation to any other service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes and Regulations governing such probation.
- (v) Termination of the services of—
 - (a) a person appointed on probation during or at the end of period of probation, in accordance with the terms of appointment under rules governing the probationary service; or
 - (b) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment; or
 - (c) a person, engaged under a contract in accordance with the terms of his contract.

7.5 The appointing authority shall be competent to impose any of the major penalties provided that no orders shall be passed imposing such penalty on University employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation has been duly taken into consideration.

7.6 The competent authority may place an employee under suspension pending an enquiry, if it is satisfied that there is a *prima facie* case against him of insubordination, intemperance or other mis-conduct, of any breach or non-performance of his duties, or non-compliance with any of the provisions of the conduct rules applicable to him.

7.7 In case a University employee has been convicted for an offence involving moral turpitude and the order of conviction has become final, order for dismissal shall be issued forthwith.

7.8 The grounds on which it is proposed to impose any of the major penalties on an employee shall be communicated in writing to the concerned employee by the competent authority, together with a statement of allegations and of any other circumstances which it is proposed to take into consideration, in passing orders on the case.

7.9 The employee shall be required within a reasonable time, ordinarily not exceeding two weeks, to state in writing—

- (i) whether he admits the truth of all or any of the charges;
- (ii) what explanation of defence, if any he has to offer; and
- (iii) whether he desires to be heard in person.

7.10 If the competent authority is satisfied that a *prima-facie* case against the defaulting employee is established, an enquiry shall be instituted by appointing an enquiry officer or a committee which shall frame charges.

7.11 The competent authority may appoint an employee of the University as the presenting officer to present on its behalf the case before the Enquiry Officer/Committee in support of statement of allegations.

7.12 The employee shall appear in person before the Enquiry Officer/Committee on such day and at such time as the Enquiry Officer/Committee may by a notice in writing specify in his behalf. All notices from the Enquiry Officer/Committee shall, unless served in person, be deemed to have been served when sent by registered post to the employee at the last known address.

7.13 The Enquiry Officer/Committee may entertain or reject, for reasons to be recorded, any request from the accused employee to be represented by a counsel at the enquiry.

7.14 At the enquiry, all evidence, oral or documentary, by which charges are proposed to be proved, shall be produced by or on behalf of the competent authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on any new matter without the permission of the Enquiry Officer/Committee.

7.15 The Enquiry Officer/Committee may also put such questions to the witness as he/it thinks fit.

7.16 Before the close of the case on behalf of the competent authority, the Enquiry Officer/Committee may, in his/its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself/itself call for new evidence or recall or re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment for three clear days before the production of such new evidence. The Enquiry Officer/Committee shall give to the employee an opportunity of inspecting such documents before they are taken on record.

7.17 It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his defence.

7.18 These provisions shall not apply where a person has been removed or reduced in rank on the ground of conduct which had led to his conviction on a criminal

charge, or where an authority empowered to remove him or reduce him in rank is satisfied that for reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of State or the Union of India, it is considered expedient not to give to that person such an opportunity.

7.19 If any question arises whether it is reasonably practicable to give any person an opportunity to defend himself under these rules, the decision thereon of the competent authority shall be final.

7.20 When the statement of allegations against an employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may be and should be charged accordingly, and finding on such a charge may be a valid ground for the infliction of any authorised punishment which may be considered suitable in the circumstances of the case.

7.21 This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case one month's notice or pay in lieu thereof will be enough.

7.22 Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such a person, and where it is intended to prove the same facts as deposed by such person, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as a part of evidence:

Provided that the Officer/Committee conducting the enquiry may, in the interest of justice, order the production of such witness in person either for further examination or for further cross-examination by the person charged.

7.23 The employee charged shall not be allowed, except at the discretion of the Enquiry Officer/Committee to be exercised in the interest of the justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or where previous statement had been admitted.

7.24 When an employee who has not admitted in his written statement of evidence any of the charges or has not submitted any written statement of his defence, the Enquiry Officer/Committee shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the charges, the Enquiry Officer/Committee shall record the plea, sign the record and obtain the signatures of the employee thereon.

7.25 The Enquiry Officer/Committee shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity—

- (i) To inspect the documents filed with the statement of the allegations; and
- (ii) To submit a list of witness to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevance of the documents required by him.

7.26 If the employee to whom a copy of the articles of charges has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer/Committee, or otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer/Committee may hold enquiry *Ex-parte*.

7.27 The Enquiry Officer/Committee shall, on receipt of notice for the production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept with requisition for the production of documents by such date as may be specified in such requisition:

Provided that Enquiry Officer/Committee may, for reasons to be recorded by him/it in writing, refuse to requisition such documents, as are, in his/its opinion, not relevant to the case.

7.28 On receipt of the requisition referred to above the authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer/Committee unless the enquiry Officer/Committee is satisfied on representation by the authority having the custody or possession of the requisitioned documents that such documents are of confidential nature and should not be produced.

7.29 When the case for the competent authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.

7.30 The evidence on behalf of the employee shall then be produced. The employee may himself examine in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination by the Enquiry Officer/Committee according to the provisions applicable to the witnesses for the competent authority.

7.31 The Enquiry Officer may, for reasons to be recorded, refuse to call any witness cited by the employee.

7.32 The Enquiry Officer/Committee may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

7.33 The Enquiry Officer/Committee may, after the completion of the production of evidence, hear the Presenting Officer, if any appointed, and the employee or permit them to file written briefs of their respective cases, if they so desire.

7.34 Whenever an Enquiry Officer/Committee, after having heard and recorded the whole or any part of the evidence in an enquiry, ceases to exercise jurisdiction therein, and is succeeded by another Enquiry Officer/Committee who as and who exercises such jurisdiction, the Enquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall examine cross-examine and re-examine any witness if in his own opinion such examination is necessary in the interest of justice.

7.35 After the enquiry against the person has been completed and the punishing authority has arrived at a provisional finding and has proposed punishment, the University Employee shall, if the penalty proposed is dismissal, removal, compulsory retirement or reduction in the rank, be supplied with a copy of report of

the Enquiry Officer Committee and be called upon to show-cause within a reasonable time which shall not be less than two weeks and not more than one month against the particular penalty proposed to be inflicted upon him. Reply to the show-cause, if any submitted by the accused employee shall be taken into consideration before final orders are passed.

7.36 A copy of the orders made by the punishing authority along with a copy of the report of the Enquiry Officer/Committee shall be sent to the employee by registered post.

7.37 Where two or more employees are concerned in any case, the prescribed authority may direct disciplinary action against all of them in common proceedings.

7.38 *Payment under suspension.*—(1) During suspension no leave is to be granted to an employee and the headquarter of the employee is to be fixed by the competent authority.

(2) An employee under suspension shall be entitled to the following payment:—

- (i) He certifies that he is not engaged in another employment, business, profession or vocation, at such rate as suspending authority may direct but not exceeding one-half of his pay.
- (ii) Compensatory allowance, if any, which the employee was in receipt of the date of suspension at the discretion of the suspending authority, if he is satisfied that the employee continues to meet the expenditure for which it is granted.
- iii. If the period of suspension exceeds 12 months, the appointing authority may vary the amount of subsistence allowance for any period subsequent to the period of first 12 months as follows:—
 - (a) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during first 12 months if the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.
 - (b) In case the prolongation is directly attributable to the employee, the subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first 12 months.

(3) An employee on re-instatement may be allowed the following payment by the authority competent to order re-instatement:—

- (i) If he is honorably acquitted: Full pay, by an order to be separately recorded, drawn immediately before suspension. The whole period of suspension will be treated as duty.
- (ii) If not honourably acquitted: Such proportion of pay and allowances as the re-instating authority may prescribe but such proportion shall not be less than 50% of pay and other allowances admissible during the suspension. The period of suspension will not be treated as duty unless re-instating authority so directs.

Note.—(i) The re-instating authority may, if the employee so desires, convert the period of suspension into one of the leave of any kind due and admissible to him in case falling under (ii) above.

- (ii) The grant of pay and allowances under these rules is not affected by the alternative arrangement that might have been made during the period of employee's suspension.

7.39 Appeal:

- (a) An employee has the right of appeal against an order of punishment imposed on him by the officer or authority next higher to the one that ordered the punishment.
- (b) He shall have the right of second appeal against the orders of the first appellate authority to the next higher officer or authority provided that in case where the first appeal lies with Chancellor, there shall be no such second appeal against the Chancellor's orders on the first appeal.
- (c) The orders of the second appellate officer or authority, or the orders of the Chancellor on the first appeal shall be final.
- (d) Appeal should be disposed of within 90 days of the filing of the same.
- (e) No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of 45 days from the date on which a copy of the orders appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

CHAPTER VIII

STATUTES REGARDING CONSTITUTION OF G.P.F. PENSION-CUM-GRATUITY OR C.P.F.-CUM-GRATUITY FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

8.1 *Provident Fund-cum-Gratuity.*—In these Statutes, unless the context otherwise requires:

- (a) 'Pay' means monthly emoluments that are taken into account by the Himachal Pradesh Government for the calculation of pension of its employees.
- (b) 'Employees' means a person in the whole-time service of the University appointed on probation or otherwise to a permanent or temporary post but does not include a person on deputation or contingent paid, or one engaged on daily or work-charged or *ad hoc* basis.
- (c) 'Subscriber' means an employee on whose behalf a deposit is made under these Statutes.
- (d) 'Continuous service' means un-interrupted service and includes period of all types of leave except leave without pay unless it is specially permitted by the Board to count it as part of continuous service.
- (e) 'Family' means:
 - (i) In case of male subscriber, the wife, children whether married or unmarried, and dependent parents of the subscriber, and the widow and children of the deceased son of the subscriber provided that if a subscriber proves that his wife has ceased, under the personal law governing him or the customary law of the community to which the spouse belongs to be entitled to maintenance, she shall no longer be deemed to be part of the subscribers family for the purpose of this scheme.
 - (ii) In case of female subscriber, the husband and the children of the subscriber, the dependent parents of the subscriber or of the husband, and the widow and the children of the deceased son of the subscriber or of the husband. Provided that if a subscriber by notice in

writing to the Comptroller expresses her desire to exclude her husband from family, the husband and the dependent parents shall no longer be deemed to be a part of the subscribers family for the purpose of this scheme, unless the subscriber subsequently cancels in writing any such notice.

Explanation.—In either of the above two cases, if the children of the subscriber have been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised, such a child shall be considered as excluded from the family of the subscriber.

(f) 'Fund' means the Himachal Pradesh Krishi Vishva Vidyalaya Contributory Provident Fund.

(g) 'Year' means the financial year.

8.2 Every employee as a condition of his service is required to opt for any of the two benefits at the time of his first appointment:

(i) G.P.F. Pension-cum-Gratuity;

(ii) C.P.F.-cum-Gratuity.

8.3 *Contributory Provident Fund.*—Every whole-time employee of the University shall subscribe monthly to the fund when on duty or on deputation provided that such contribution shall be made on full pay and not on leave allowance for the period that the depositor was on leave. Employees holding appointment on fixed terms may also subscribe as per their option.

8.4 An employee shall be eligible to subscribe to the fund from the date of his appointment but the University contribution shall be regulated in accordance with the subsequent provision. Provided further that a subscriber on reinstatement, after suspension, shall be allowed the option of paying in lump-sum or in instalments any sum not exceeding the amount of arrears admissible for that period.

8.5 Subscription to the contributory provident fund shall stop from the date of retirement and will not be admissible during the period of refused leave availed of after retirement.

8.6 (i) The subscription to the fund shall be 10% of the pay of the subscriber. The amount shall be expressed in whole rupee i.e., when the amount is less than 50 paise, it shall be ignored but when it is 50 paise or more, full rupee shall be deducted.

(ii) *Non-contributory fund.*—An employee can contribute more than 10% of his pay to the contributory provident fund but the University contribution shall be limited to only 10% of his pay.

(iii) A subscriber can change the rate of subscription with effect from the commencement of each financial year. The rate of subscription once fixed shall remain unaltered during the year.

(iv) The subscription shall be deducted month by month from the salary of each subscriber by the Comptroller/Deputy Comptroller of the University whose duty it is to pay such salary and the amount deducted shall be paid into the fund to the credit of the subscriber.

(v) An account shall be maintained in the name of the subscriber in the manner as prescribed in the regulations.

8.7 At the end of each month, a sum equal to the amount subscribed to the fund shall be contributed to the fund by the University, subject to the conditions provided in the Statutes, to the credit of the subscriber.

8.8 (i) At the time of the employee's leaving the University service payment of the University contribution to the fund of the employee shall be as under:—

- (a) Nil, if the period of the service put in by the employee is two years or less.
- (b) Half of the amount of the University contribution, if the period of service put in is more than two years but less than five years.
- (c) Full amount of the University contribution, if the period of service put in is more than five years.
- (d) Full amount irrespective of the length of service on superannuation.

(ii) Unless the Board otherwise decides no employee of the University has been guilty of dishonesty or other gross mis-conduct and has been subsequently dismissed from employment will be entitled to the benefit or to receive any part of the share or the sums at any time contributed by the University to the fund in his account or the accumulated interests or the profits thereon and that the University shall be entitled to recover from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the University by reasons of his dishonesty or negligence, but not exceeding in any case the total amount of the contribution credited to his account by the University and of any interest or increment which has accrued on this contribution.

8.9 The University shall pay interest on all sums deposited in the Contributory Provident Fund at a rate to be decided by the Board from time to time and the amount of such interest shall be paid half-yearly to the credit of each depositor.

8.10 The Comptroller shall cause to maintain proper account relating to the fund showing the amount for the time being at the credit of each subscriber, and the general state of the fund. Each subscriber shall be supplied with an annual statement showing the opening balance, deposits during the year, withdrawals during the year, interest and closing balance at the credit of the subscriber.

8.11 For the purpose of calculation of half-yearly interest payable to the depositor, an amount less than 50 paise shall be ignored. If the amount comes to 50 paise or more, it shall be rounded off to full rupee.

8.12 All money belonging to the fund shall be deposited in such a 'scheduled bank' as may be approved the Board. The amount shall further be invested through cumulative time deposits from time to time by the Comptroller in order to earn maximum interest on the fund.

8.13 The account of the fund shall be audited by the same authority which audits the accounts of the University.

8.14 The Board may, at their discretion, allow a permanent employee to continue to be a depositor for the fund even during the period of his absence on leave without pay. But he shall not be entitled to University contribution during this period.

8.15 Subject to the provision of Statutes 8.8 the amount standing to the credit of the subscriber shall become payable on the death of the subscriber or on his quitting the service of University.

8.16 In case of leave granted preparatory to retirement, a subscriber may, at the discretion of the Vice-Chancellor, be permitted to withdraw upto 90% of his assets in the contributory provident fund. If under any exceptional circumstances the subscriber does not retire at the end of the leave, the full amount shall be refunded as a condition of continued employment.

8.17 Every employee on leaving the University service, or on retirement shall claim payment of contributory provident fund standing to his credit within one year of its becoming due. Interest on contributory provident fund shall not be paid to an employee from the date of expiry of one year of his leaving University service or retirement.

8.18 (i) A subscriber shall as soon as he may, after joining the fund, send to the Comptroller's Office a nomination signed by him and attested by two witnesses stating the name or names of persons conferring the right to receive the amount that may stand to his credit in the fund in the event of his deaths before that amount has become payable or having become payable has not been paid; provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

(ii) If the subscriber nominates more than one person he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

(iii) Every nomination shall be made in the form as prescribed in the regulations for the purpose.

(iv) A subscriber may, at any time, cancel the nomination by sending a notice to the Comptroller provided that subscriber along with such notice sends a fresh nomination made in accordance with the provisions of this statute.

(v) A subscriber may provide in a nomination:—

(a) that in the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination; provided that such other person or persons shall, if the subscriber has other member or members of his family, be such other member or members;

(b) that the nomination shall become invalid in the event of the happening or the contingency specified therein:

Provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under (v)(a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under (v)(a) above or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of (v)(b) or the proviso thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this Statute.

(vii) Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

(viii) Except as provided in (i) to (vii) above, no assignment, charge or other encumbrance, affecting the disposal of the amount contributed in the Fund whether

by way of subscription, contribution or interest shall be recognised or given effect to by the Comptroller of the University.

8.19 (a) The amount standing at the credit of any subscriber in the fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order in Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the official assignee nor and receiver appointed under the Provincial Insolvency Act, 1900 shall be entitled to have any claim on any such compulsory deposit.

(b) An amount standing to the credit of any subscriber or depositor in any such fund at the time of his demise and payable under the rules of the fund to any dependent of the subscriber or depositor or to such person as may be authorised by law to receive the payment on his behalf, shall, subject to any deduction authorised by the said statutes, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the subscriber or depositor.

8.20 (1) A temporary advance from the fund may be permitted to the subscriber by the Vice-Chancellor, or any other officer to whom the powers are delegated in this behalf, subject to the condition that no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following object(s) and not otherwise :—

- (i) To defray the cost of purchase of house, purchase of land for construction of house provided that the subscriber has no residential house of his own.
- (ii) To purchase a motor-car, motor cycle or a scooter.
- (iii) To pay expenses in connection with prolonged illness of the applicant or any person actually dependent on him.
- (iv) To pay for the overseas passage only for the reasons of health or education of the applicant or any person actually dependent on him.

(2) An advance from the fund may also be granted to subscriber, subject to the usual conditions, to meet the cost of education of himself or any person actually dependent on him for the following types of cases :—

- (a) for education outside India, whether for academic, technical, professional or vocational course;
- (b) for medical, engineering and other technical or specialised course in India beyond high school stage; provided that the course of study is of not less than three years' duration.

(3) Advance from the fund may also be granted to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage or marriage, funerals or other ceremonies of persons actually dependent on him and to meet the cost of legal proceedings for vindicating his position in allegation made against him in respect of any act done or purported to have been done by him in the discharge of this official duty provided that the advance shall not be admissible in respect of any matter unconnected with his official duty.

(4) An advance shall in no case exceed the amount of subscription and interest thereon standing to the credit of subscriber and shall be limited to—

(a) twelve months' pay in case of Statute 8.20(2)(a).

(b) six months' pay in case of Statute 8.20 (2)(b).

(c) Three months' pay in other cases:

Provided that in the case of statute 8.20(2)(a) & (b) an advance shall not be made unless the depositor has subscribed to the fund for not less than five years.

8.21 Non-refundable advance may be granted for the following purposes:—

- (1) A subscriber after the completion of 20 years' service (including broken periods, if any) or within 10 years' before the date of his retirement on superannuation whichever is earlier, may be granted an advance equal to six months' pay of the subscriber or one-half of the amount standing to his credit, whichever is less, to meet the expenses in connection with the marriage of the subscriber's daughter/son.
- (2) A subscriber after the completion of 12 years' service (including broken period, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier, may be granted an advance equal to 12 months' pay of the subscriber or employees' own contribution including interest thereon or half of the balance at his credit, whichever is less, for building or acquiring a suitable house for his residence including the cost of the site or for purchasing a house site.
- (3) A subscriber with a basic pay not less than Rs. 300 per month who has put in 10 years' service may be granted a non-refundable advance from the contributory provident fund for the purchase of a motor-cycle/scooter. The limit of the advance is not to exceed Rs. 3,500 or half of the balance at the credit of the subscriber in his contributory provident fund account, whichever is less. The employees with 5 years of service may be granted a non-refundable advance not exceeding Rs. 250 from the C.P.F. for the purchase of bicycle or half of the balance at the credit of the subscriber, whichever is less.

8.22 An advance shall be recovered from the salary of the subscriber in such number of equal instalments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects and not more than 24. A subscriber may, at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit the fixation of such instalments. However, in case of an advance equal to 12 months' pay, recovery in 48 instalments will be permissible.

8.23 Recovery shall not be made except without the subscriber's consent while he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance granted to the subscriber.

8.24 Normally only one advance will be admissible. But if, in special cases, more than one advance has been made to a subscriber each advance shall be treated separately for the purpose of recovery.

8.25 A subscriber who has been permitted to withdraw money from the fund shall satisfy the Comptroller within a period of three months that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole sum so withdrawn or so much thereof as has not been utilised for the purpose for which it was withdrawn shall be forthwith repaid in lump-sum together with interest thereon by the subscriber to the fund and for the fault of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump-sum or in such number of monthly instalments as may be determined by the Comptroller.

8.26 Payment of premium for a policy of insurance may, at the option of subscriber, be made from the subscription to the fund, subject to the conditions which may be laid down in this behalf.

8.27 When an account becomes dead, the balance at the credit thereof shall be credited to the Employees' Welfare Fund of the University as prescribed in Regulations as 'miscellaneous receipt'.

8.28 Gratuity.—The Board on the recommendations of the Vice-Chancellor in case of teachers and grade 'A' employees, and the Vice-Chancellor in the case of Grade 'B', 'I.C.F.' & 'D' employees, shall sanction at the time of his retirement, a gratuity of a sum equivalent to half month's actual salary drawn at the time of retirement/death for each year of service provided that—

- (i) No employee shall be entitled to gratuity, unless he has completed atleast 10 years' continuous service.
- (ii) No gratuity shall accrue for any service exceeding 33 years.
- (iii) Amount of gratuity shall be calculated on the basis of every completed year of service.

8.29 In the case of an employee who dies before the completion of 10 years' service, or an employee who joins the service in the University at an age when he cannot, upto the date of retirement, complete 10 years' service, the Board or the Vice-Chancellor, as the case may be, may grant such gratuity as it deems fit under the circumstances. Such gratuity shall be granted to the person nominated by the employees or the retired employee, as the case may be.

8.30 Pension-cum-Gratuity-cum-G.P.Fund rules in case of University employees who opt for the same shall be the same as adopted by the Himachal Pradesh Government, in case of its own employees from time to time.

8.31 The Insurance scheme(s) if decided to be introduced by the Board, the conditions and rules shall be as prescribed in the Regulations.

CHAPTER IX

STATUTES REGARDING THE REMUNERATION AND ALLOWANCES INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO THE PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

9.1 Remuneration and allowances to persons appointed on the various committees/bodies of the University, if any, shall be as prescribed in the regulations.

9.2 Teachers/officers/other/employees of the University who travel on University business shall be paid daily and travelling allowance as per Government of Himachal Pradesh Travelling Allowance Rules, as amended from time to time till University frames its own rules.

9.3 The official member shall draw daily and travelling allowance as per rules governing them in their parent bodies, Other members of the Board shall be paid daily and travelling allowance as Grade I officers of the State Government or the rate admissible under the rules by which they are governed in their parent bodies.

9.4 Employees of the State/Central Government/Corporate Bodies who travel on University business shall be paid daily and travelling allowance admissible under the rules in force in their respective parent organisation or under rules of the University. When such other persons who do not fall under any of the categories mentioned above,

travel on University business, they shall be paid daily and travelling allowance as per rules applicable to Grade-I officers of the State Government.

9.5 All travels outside India by the officers, teachers and other employees shall be authorised by the Board on the recommendations of the Vice-Chancellor.

CHAPTER X

STATE REGARDING MODE OF CONTRACT OR ENGAGEMENT BY OR ON BEHALF OF THE UNIVERSITY

10.1 Under section 55 (x) of the Act, the following officers shall sign contracts and agreements on behalf of the University:

<i>Documents</i>	<i>officer authorised to sign on behalf of the University</i>
(1) Agreement regarding appointments, training, deputations study leave etc.	Appointing authority (provided that the Registrar shall sign for the University in cases where Board or Vice-Chancellor is the appointing authority).
(2) Agreements in respect of scholarship, stipend or fellowship.	Deans
(3) Agreements in respect of Works	Estate officer in respect of works involving an estimated cost above Rs. 50,000. Assistant Engineer in all works involving an estimated cost upto 5000.
(4) Other agreements and contracts	Officers nominated by the Vice-Chancellor.

CHAPTER XI

STATUTES REGARDING LIBRARY SERVICE AND MUSEUMS

11.1 The University shall maintain a net work of libraries as follows;—

- (i) University Library at Palampur,
- (ii) Campus Library at Solan.
- (iii) Libraries for Regional Research Stations at Mashobra, Dhaulakuan, Bajaura, Kukumseri or any other Regional Research Station to be established.

11.2 University shall maintain museums as follows:—

- (i) University Museum at Palampur.
- (ii) Campus Museum at Solan.
- (iii) Museums at Regional Research Stations at Mashobra, Dhaulakuan, Bajaura, Kukumseri or any other Regional Research Station to be established.

CHAPTER XII

STATUTES REGARDING FUNDS, ACCOUNTS AND AUDIT AND DELEGATION OF FINANCIAL POWERS

12.1 The procedure for collecting the dues of the University, for regulating the incurring of expenditure on behalf of the University, for maintaining the accounts of income and expenditure of various funds of the University and for maintaining the account of stores, farms, works and property of the University shall be as prescribed in the regulations.

12.2 In accordance with sub-section (2) of section 45, the Local Fund Examiner of the State Government shall be the agency prescribed for statutory pre-audit of the University which shall be supplemented by an internal inspection organization under the supervision of Comptroller; officers and employees of the University shall render all assistance and co-operation to the internal inspection unit and the statutory audit organization, so as to ensure speedy submission of accounts and the audited reports of the University to the State Government.

12.3 Schedule of delegation of powers to various officers/teachers and other employees shall be as prescribed in the Regulations.

12.4 The financial powers shall be exercised subject to the availability of funds in the budget and observance of prescribed rules and procedure.

CHAPTER XIII

DEPARTMENT OF STUDY, SELECTION OF THE HEAD OF THE DEPARTMENT, HIS DUTIES, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS

13.1 The Department shall be the primary unit of education and administration. It shall carry on programmes of teaching, research and extension education work entrusted to it.

13.2 Mode of appointment of the Head of the Department—

- (i) Normally the senior most teacher of the rank of Professor will be the Head of the Department.
- (ii) In case there is no teacher of the rank of Professor in position in the Department, one of the teachers of the rank of Associate Professor in the Department shall be appointed by the Vice-Chancellor, in consultation with the Dean concerned and the Directors, as acting Head of the Department till a Professor or a teacher of equivalent rank joins that Department.
- (iii) In case there is no teacher of the rank of Professor or Associate Professor in the Department, the Dean of the College concerned will act as the Head of the Department.

13.3 Subject to the provision made in section 14(4) and section 32(3) of the Act, the Head of a Department shall have the following powers and duties:—

- (i) He shall allocate teaching and other academic work among the teachers, research scientists and extension education workers;
- (ii) He shall ensure proper distribution of post graduate students among the staff members of his Department;

- (iii) He shall supervise, guide and co-ordinate teaching, research and extension education work of the Department;
- (iv) He shall suggest changes in the syllabus, methods of teaching and evaluation with a view to upgrading and modernising the programme of instruction in the Department;
- (v) He shall ensure the smooth working of the Department including the maintenance of discipline;
- (vi) He shall submit to the concerned officers, on dates fixed by them, a general report on the activities of the department.
- (vii) He shall submit to the concerned officers, on dates fixed by them, an assessment of each staff member of the Department;
- (viii) He shall prepare the budget of his Department;
- (ix) He shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property; and
- (x) He shall perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

13.4 Subject to the provisions of the Act and the statutes—

- (i) Establishment of a new department, division of the existing department which has the effect of creating an additional department, and abolition of any existing department shall be decided by the Board on the recommendations of the Academic Council;
- (ii) Amalgamation of Departments or the reconstitution of the existing Department(s) may be recommended by the Academic Council to the Board on the suggestions of the Faculty or Faculties concerned.

CHAPTER XIV

INSTITUTION OF DECREES AND DIPLOMAS

14.1 The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board, institute and grant the degree of Bachelor of Science in various disciplines of agriculture and allied sciences.

14.2 The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board, institute and grant the degrees of Master of Science and Doctor of Philosophy in various disciplines of agriculture and allied sciences.

14.3 The University may, subject to the conditions laid down by the Academic Council and approved by the Board, institute and grant diplomas in any discipline of agriculture and allied sciences.

14.4 The University may, on the recommendation of the Academic Council and approval of the Board, withdraw any degree or diploma granted by it from a person on the grounds of conviction by a court of law for an offence which in the opinion of the Academic Council and the Board is a serious offence involving moral turpitude.

14.5 The University may, on the recommendation of the Dean of the College concerned, withhold the grant of any degree or diploma for the non-payment of College dues provided the person whose degree/diploma is to be so withheld is given opportunity by the Dean of the College to show cause as to why such an action should not be taken.

CHAPTER XV

CONFERMENT OF HONORARY DEGREES

15.1 The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degree and other academic distinctions on the recommendations of the Academic Council.

15.2 All proposals for the conferment of Honorary Degree shall be made to a Committee consisting of the Vice-Chancellor and all the Deans and, if accepted by the Committee, shall be placed before the Academic Council and the Board for approval before submission to the Chancellor for confirmation.

CHAPTER XVI

COURSES OF STUDY TO BE LAID DOWN FOR ALL DEGREES AND DIPLOMAS

16.1 Only such courses as have been approved by the Academic Council shall be imparted by the various Faculties of the University and shall count towards the requirements for the various degrees and diplomas of the University.

16.2 The authority to alter or abolish a particular course of study shall be with the Academic Council.

16.3 The courses may be of the following types: —

- (i) Those compulsorily required for any degree or diploma;
- (ii) Those compulsorily required for specialisation in any branch; and
- (iii) Those to be taken at the option of the student with the concurrence of his Adviser/Advisory Committee.

16.4 The Academic Council may further specify the relative proportions of the three types of courses in the programme of studies for any degree or diploma.

16.5 Each course shall carry credits as approved by the Academic Council. The credit rating of each course shall be determined by the number of contact hours and hours of home study required for the course. The minimum requirements for the various degrees and diplomas of the University shall be fixed by the Academic Council.

16.6 In addition, the Academic Council may prescribe a thesis by research as part of the requirements for any of the degrees or diplomas of the University.

16.7 The course work or research for the degrees and diplomas of the University may be completed at the University or some other institution approved for this purpose by the Academic Council. Where the requirements are completed at some institution, other than the University, the credits so earned may be transferred to the University and counted towards the requirements for the degree or diploma concerned. Where the research has been conducted at some institution, other than the University, it may be submitted as a thesis to the University in partial fulfilment of the requirements of the degree or diploma concerned.

16.8 The details of courses to be offered by the University in various subjects shall be published in the University Course Catalogue.

CHAPTER XVII

FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

17.1 The Board shall award fellowships, scholarships, medals, prizes, etc., on the recommendation of the Academic Council which may make such recommendations either on its own initiative or on such proposals from any of the Faculties.

17.2 The number and value of fellowships and scholarships to be awarded shall be determined by the Board either on its own initiative or on the recommendations of the Academic Council or any of the Faculties.†

[CHAPTER XVIII]

CONDITIONS OF THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

18.1 The Academic Council, with the approval of the Board, shall frame regulations governing the conditions for the award of the following incentives of study and research and recognitions:—

- | | |
|------------------------------------|--------------------------------------------------------------------------------------------------------------|
| (i) Fellowships | For Post-graduate studies and research; |
| (ii) Scholarships | For under-graduate studies ; |
| (iii) Stipends and fee concessions | For financially handicapped students. |
| (iv) Medals and Prizes | For meritorious academic pursuits and outstanding performance in co-curricular activities of the University. |

18.2 Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various co-curricular fields and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals and prizes, unless otherwise specifically provided for in the regulations.

CHAPTER XIX

A. ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE

19.1 Students shall be admitted to the different colleges of the University in accordance with the regulations framed by the Academic Council.

19.2 The number of students to be admitted each year in various Colleges shall be approved by the Academic Council on the recommendations of the concerned Faculty.

19.3 Applications for admission to various Colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.

19.4 Admission requirements to various degrees, diplomas, etc., shall be such as laid down by the Academic Council on the recommendations of the concerned Faculty.

19.5 The privilege of continuance by a student in the University shall be held only by maintaining a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the concerned Faculty(s) and by regular payment of dues of the University.

B. CONDUCT OF EXAMINATIONS

19.6 The University may hold one or more of the following types of examinations and tests:—

Entrance, Hourly, Mid-term and End-of-Term examinations, Practical examination, oral examination, and any other examination as may be approved by the Academic Council—

(i) All examinations administered in each course during the term shall count towards the final grade in that course. The weightage given for each of these shall be determined by the Instructor(s) concerned within the limits approved by the Academic Council from time to time.

(ii) All questions shall be set and answered in the medium of instruction adopted by the University.

19.7 Entrance examination shall be administered only to the students seeking admission to the University as and when prescribed by the Academic Council.

19.8 All other Examinations and tests shall be administered only to the students duly registered in the University and who have paid all dues and attended the prescribed courses of study.

19.9 All examination test papers shall be set by the Instructor(s) concerned and the answer scripts shall be evaluated by him/them in accordance with the regulations approved by the Academic Council.

19.10 All examinations shall be conducted by the Dean concerned in accordance with the regulations framed by the Academic Council.

CHAPTER XX

THE FEES TO BE CHARGED BY THE UNIVERSITY

20.1 The University fees, other than Hostel fees, shall be classified in the following main categories:—

- (i) Admission fee;
- (ii) Tuition fee;
- (iii) Medical fee;
- (iv) Examination fee;
- (v) University Registration fee;
- (vi) Contribution to such educational/social and recreational funds as may be specified ; and
- (vii) Any other fee/charges prescribed from time to time.

20.2 In addition to the above fees/funds, the constituent colleges may charge funds/fees like the Amalgamated Fund, Magazine Fund, Student Welfare Fund, Identity Card Fee, or any other charge as decided by the Board on the recommendation of the Academic Council. Rules governing the utilization of these funds/fee shall be as prescribed in the Regulations.

20.3 The amount chargeable under each category and the term of a payment and the provision of penalties for non-payment shall be approved by the Board on the recommendations of the Academic Council.

CHAPTER XXI

ESTABLISHMENT AND ABOLITION OF HOSTELS

21.1 The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for the students of the University.

21.2 Normally all students of the University will reside in the hostels maintained by the University. But the Dean of the College concerned, on the recommendation of the students welfare officer, may allow any student to reside outside the hostel.

21.3 No hostel shall be abolished without the approval of the Board.

CHAPTER XXII

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY

22.1 The rules regarding the residence of the students of University, provision of cafeteria and other food services, health and hygienic facilities, accommodation and other reasonable comforts, the responsibility of the students in the proper upkeep of the hostel properties, observance of discipline in the hostels and colleges and other allied matters shall be prescribed by the Vice-Chancellor.

22.2 admission to and continuance in the hostels shall be restricted to the registered student of the University in accordance with the regulations prescribed by the Vice-Chancellor.

22.3 Under the overall control of the Students Welfare Officer, supervision of the affairs of each hostel shall be entrusted to a teacher designated as hostel warden for a prescribed period.

22.4 A Committee of Hostel wardens and representatives of resident students—one from each hostel—shall be set up under the Chairmanship of Students Welfare Officers, to advise and assist him with regard to hostel affair.

CHAPTER XXIII

RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

23.1 In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.

23.2 The minimum conditions as in 23.1 above shall be laid down in detail by the Students Welfare Officer, with the approval of the Vice-Chancellor, and shall serve as criteria for recognition of these places as fit for residence of University students.

23.3 The Students Welfare Officer shall issue a formal certificate of recognition to the person maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly in the premises.

23.4 The Students Welfare Officer shall periodically visit these places to satisfy himself about the minimum conditions of liability, sanitation and atmosphere for study.

23.5 A list showing the location, nature and cost of accommodation available in the recognised place shall be maintained in the office of the Students Welfare Officer for guidance of students.

23.6 An up-to-date list showing the residential address, room number, etc., of each student of the University, living in private recognised hostels/lodges, shall be maintained by the Students Welfare Officer.

CHAPTER XXIV

MAINTENANCE OF REGISTER OF GRADUATES

24.1 The register of graduates shall contain the following information:—

- (i) Full name of the student.
- (ii) Name of the father/guardian/husband.
- (iii) Date of birth of the student.
- (iv) Qualifying examination passed for entry into the University.
- (v) Year of passing the qualifying examination.
- (vi) Roll No. in the qualifying examination.
- (vii) College/Institution joined.
- (viii) Date of joining.
- (ix) Date of migration to another constituent college of the University and the name of the college.
- (x) Date of migration to another University and the name of the University.
- (xi) Date of re-joining the University together with the institution joined.
- (xii) Name of examination of the University in which appeared.
- (xiii) Year of examination.
- (xiv) Roll No.
- (xv) Result of examination *i.e.* whether passed or failed, and if passed, the O.G.P.A./division in which placed.
- (xvi) Prizes, Medals or Scholarships won.
- (xvii) Any other relevant information.

CHAPTER XXV

REMUNERATION TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

25.1 The remuneration to persons employed on the business of the University shall comprise—

- (i) Remuneration to external examiner; and
- (ii) Remuneration to persons from outside the University invited on the business of the University.

25.2 The rates of remuneration for (i) and (ii) above shall be as prescribed.

